CANADIAN BREAST CANCER FOUNDATION

FONDATION CANADIENNE DU CANCER DU SEIN

WebGrants

Research Application User Manual

BC/Yukon Region

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1. How to Apply for Research Project Funding

a) Download *Research Grant Program Guidelines and Criteria* from the CBCF, BC/Yukon Region website: www.cbcfbc.org and review in detail to determine whether your proposed project meets CBCF, BC/Yukon Region eligibility requirements.

b) Use the *Research Application User Manual* as your guide to completing your application for funding. Together, the *Research Grant Program Guidelines and Criteria* and the *Research Application Manual* provide all the information applicants require to submit an application for research funding to CBCF, BC/Yukon Region.

This manual provides a step-by-step guide for completing your application for Research funding online, using the WebGrants system.

Applicants are strongly encouraged to begin the application process early. It is the applicant's responsibility to ensure they allow sufficient time for securing required documents and signatures in time for submission by application deadlines.

The Canadian Breast Cancer Foundation, BC/Yukon Region expects applicants to prepare competitive funding proposals that meet program criteria and formatting requirements, are clear and complete in all respects, and are free of error. The same meticulous attention to detail that is required for the preparation of a scientific paper for publication should be used by applicants in the preparation of their Research application to the Foundation.

Applicants should:

- carefully follow all instructions in this User Manual and refer to information provided in the Guidelines as appropriate
- complete all application components, responding to all questions in each component
- carefully review their entire application prior to submission

In order to ensure fair treatment of all applicants, applications which are incomplete or do not adhere to specified criteria or formatting will be ineligible for peer review, without appeal.

Deadlines for submission are:

- Noon on **Tuesday, February 15, 2011.**

For Assistance

Answers to most questions applicants may have will be found in the *Research Grant Program Guidelines and Criteria* and the *Research Application User Manual*. If, after consulting these reference documents, you have further questions or require additional assistance, or require help with technical aspects of the WebGrants system, please contact the CBCF, BC/Yukon Region office by e-mail – hstaiti@cbcf.org

E-mail is monitored during regular office hours (9am-5pm EST, Monday to Friday). The Foundation will reply within one business day to all requests for assistance.

2. Preparing to Use the WebGrants System

Overview

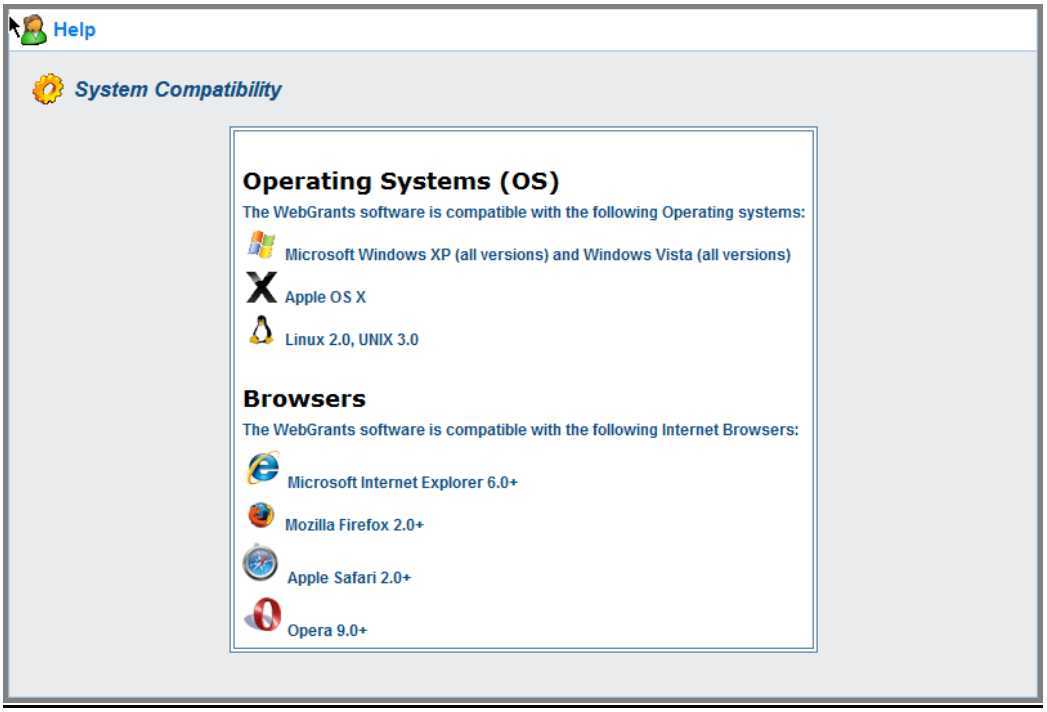
This section explains the steps involved in gaining access to the WebGrants system.

Set your web browser to: http://webgrants.cbcf.org/index.jsp

Existing WebGrants Users

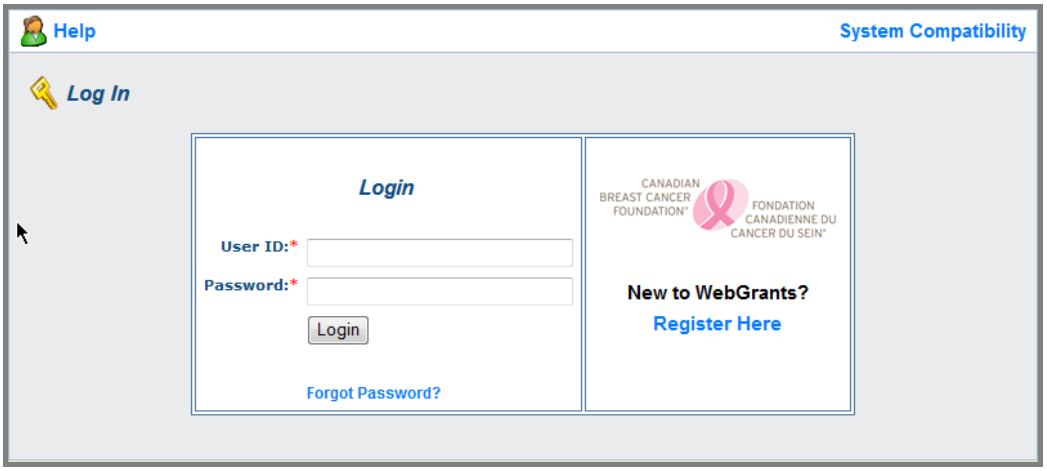
1. Enter your **User ID** and **Password** to login. If you are unsure if you already have a WebGrants **User Profile** or have lost your password, please contact the Foundation for assistance: hstaiti@cbcf.org.
2. Go to **Step 2** to update your **User Profile**.

System Compatibility

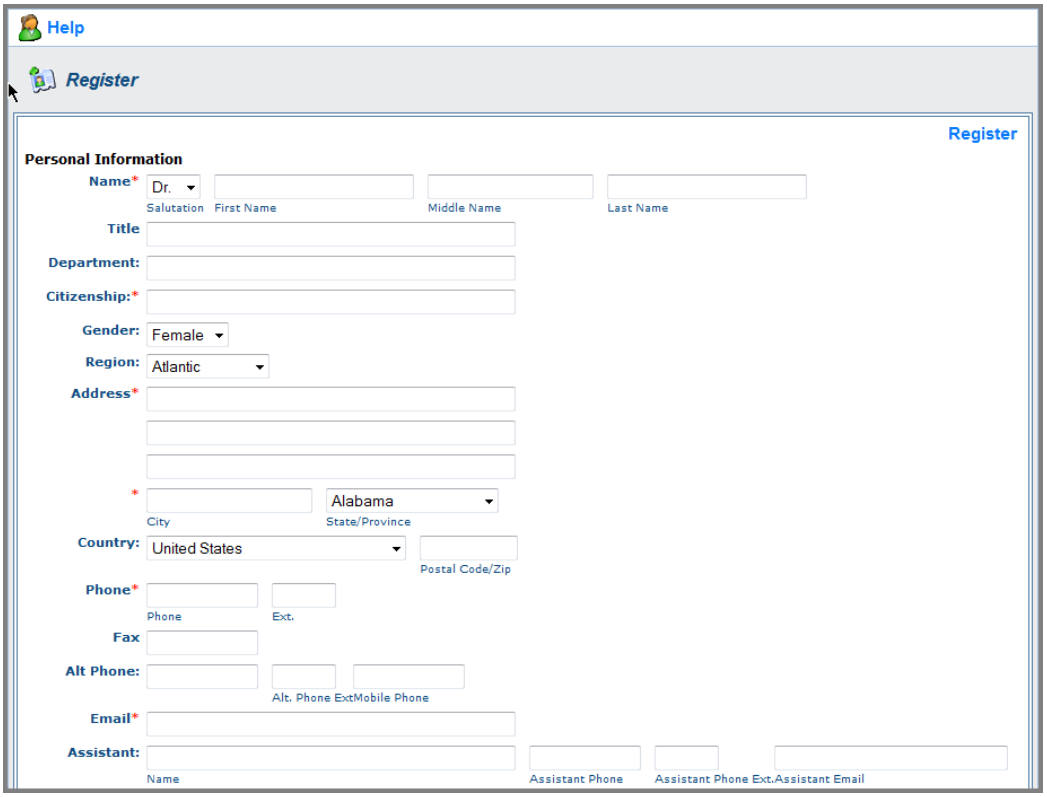

Help
System Compatibility
Operating Systems (OS)
The WebGrants software is compatible with the following Operating systems:
Microsoft Windows XP (all versions) and Windows Vista (all versions)
Apple OS X
Linux 2.0, UNIX 3.0
Browsers
The WebGrants software is compatible with the following Internet Browsers:
Microsoft Internet Explorer 6.0+
Mozilla Firefox 2.0+
Apple Safari 2.0+
Opera 9.0+

Step 1: Registering to become a WebGrants User

To register with the WebGrants system, click the **Register Here** link on the **Login** page.



Complete all asterisked fields and as many optional fields as you can on the Registration form.



Eligible Registrants: Registration must be in the name of the proposed Principal Investigator. The Principal Investigator must be a Canadian citizen or permanent resident of Canada, based in, or formally affiliated with an eligible project host organization (university, college, hospital, research institute or other qualified not-for-profit organization) in the Province of British Columbia and their primary professional practice must be within the Province of British Columbia. The Principal Investigator will usually hold a Ph.D. or equivalent

Medical Degree and have formal research training.

Graduate students, trainees, research associates, post-doctoral fellows and investigators based outside of BC are not eligible to hold a Canadian Breast Cancer Foundation, BC/Yukon Region research grant and should not register for the Research Grant Program online.

Organization Information: Please provide the Principal Investigator's primary organizational affiliation for research.

CRA Business #/Charitable Registration #: Please indicate the CRA Business #/ Charitable Registration # of the primary organization the Principal Investigator is affiliated with. If the CRA Business # / Charitable Registration # is unknown, enter a single character in this field before saving.

Region: Please indicate "BC/Yukon" from the drop-down list for the CBCF region affiliation.

Degrees: Please list professional credentials (degrees, certifications and specialties)

C.V.: Please upload a current C.V. of the Registrant.

When all entries are complete, Click the **Register** link.

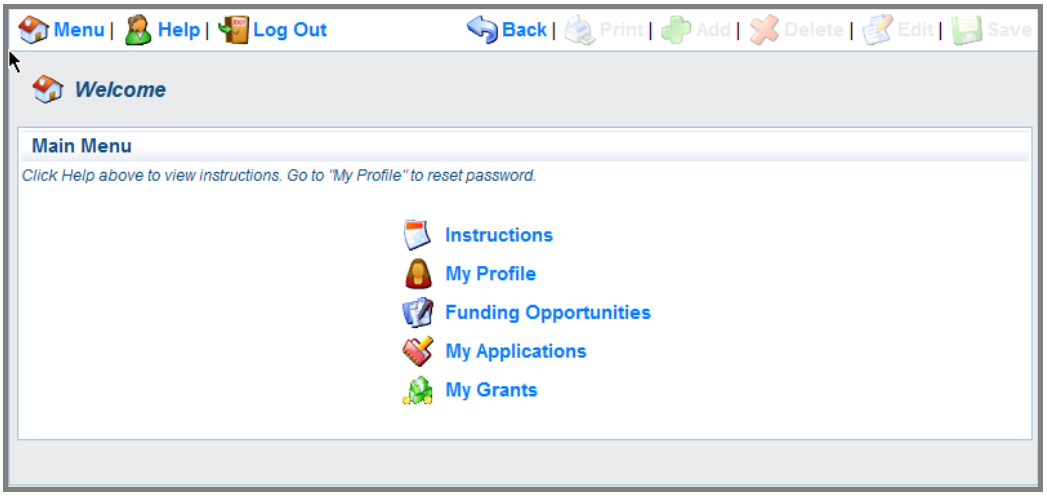
A confirmation page will be displayed and you will receive a confirmation email. However, you cannot log into the system at this time. CBCF must approve your registration before your user id and password will become active.

Please allow one business day for processing of your registration request.

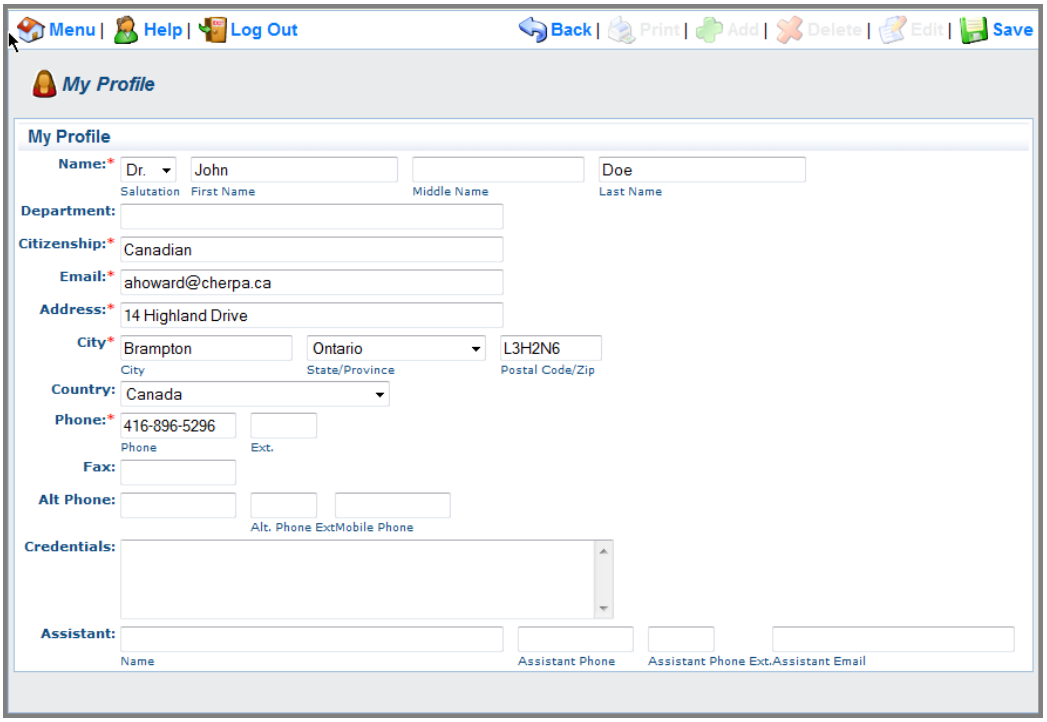
You will receive another email when CBCF approves or disapproves your registration. If your registration has been approved, your user id and password will now be active and you may log into the system on the **Login** screen to complete Step 2: Updating your Grantee Profile.

Step 2: Updating your WebGrants User Profile

1. After you have received an e-mail indicating that your WebGrants registration has been approved by CBCF, log in to the Login screen, click the **My Profile** icon from the Main Menu.

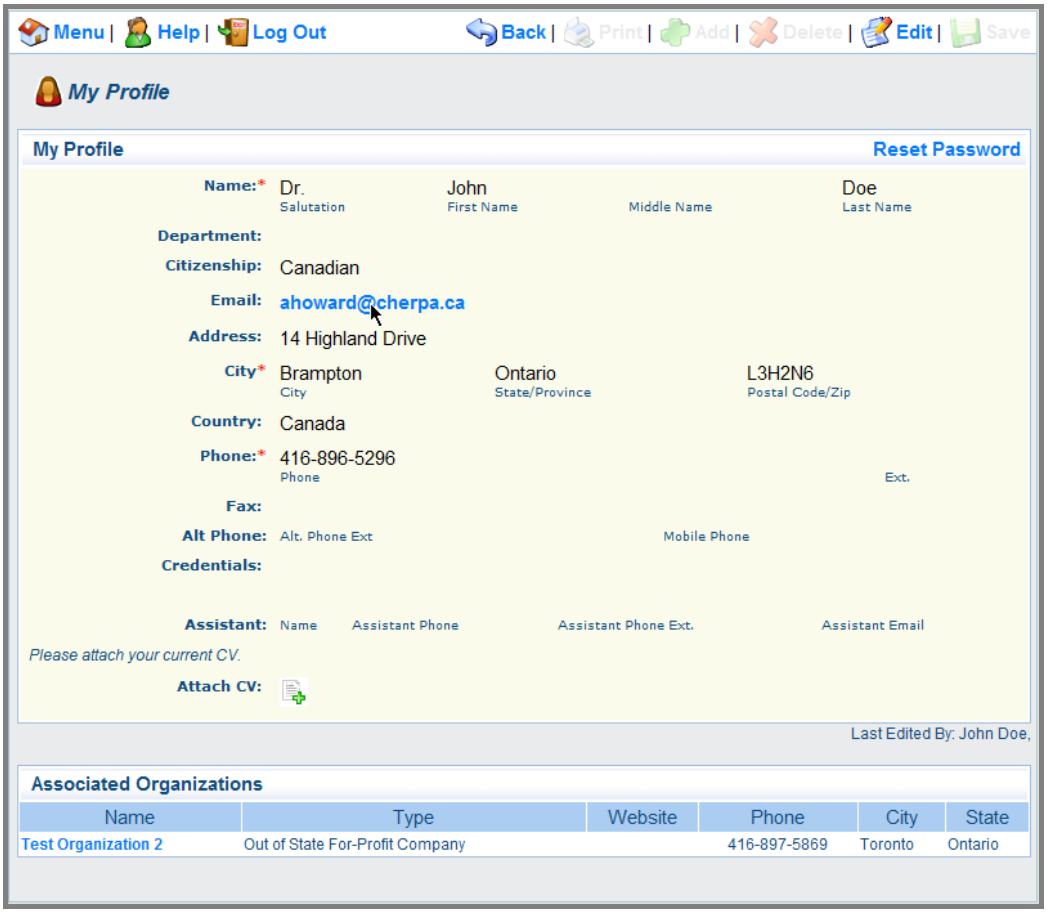

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Welcome
Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.
Instructions
My Profile
Funding Opportunities
My Applications
My Grants

2. Click the Edit icon.



3. Review and confirm accuracy of profile information, and update as required.

4. Click the Save button to return to the Main Menu (The **My Profile** main screen).


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
My Profile
My Profile
Reset Password
Name:* Dr. Salutation John First Name Middle Name Doe Last Name
Department:
Citizenship: Canadian
Email: ahoward@cherpa.ca
Address: 14 Highland Drive
City* Brampton City Ontario State/Province L3H2N6 Postal Code/Zip
Country: Canada
Phone:* 416-896-5296 Phone Ext.
Fax:
Alt Phone: Alt. Phone Ext Mobile Phone
Credentials:
Assistant: Name Assistant Phone Assistant Phone Ext. Assistant Email
Please attach your current CV.
Attach CV:
Last Edited By: John Doe,
Associated Organizations
Name Type Website Phone City State
Test Organization 2 Out of State For-Profit Company 416-897-5869 Toronto Ontario

5. Please ensure that your C.V. is uploaded and up-to-date, as this C.V. will be linked to your Research Application.

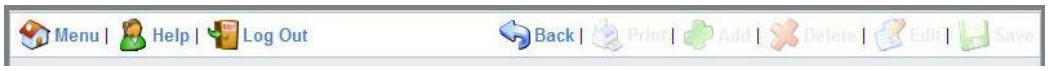
3. Navigating WebGrants

Overview

This section provides basic information for applicants on how to navigate the WebGrants system.

Basic Navigation Tools: The WebGrants Navigation Bar

At the top of each WebGrants page are a series of icons representing action options or functions.

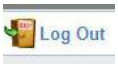


Icons that are grayed out are not available at that time, for that screen.

WebGrants Navigation Bar Icons

The **Menu** icon returns the applicant to the WebGrants Main Menu. For more information, please see the section, Main Menu Instructions, in *this User Manual.*

The **Help** icon opens a pop-up window with basic help information. If it does not contain the information you are seeking, please refer to this *User Manual* for help with specific components, or contact CBCF staff by e-mail at cbcfallocations@cbcf.org for assistance.



The **Log Out** icon is used to end the applicant's WebGrants session. Logging out *will not save* entered information. You must Save the component on which you are working prior to logging out if you wish the entered information to be retained.

The **Back** icon is used to go back, usually to the previously viewed page, sometimes to the Components Menu. Please note that using the Back icon will NOT save any new information entered on the current page. To keep information newly entered, please use the Save icon before going Back.

The **Print** icon is active on pages which can be printed. This button will bring up a new window that will display the current screen's contents in printer friendly format. To print the page, use the Print function in your internet browser.

The **Add** icon is active when new entries can be made. It takes the applicant to a new screen to enter component information. Once information is entered, use the Save link (see below) to save the information entered and return to the

current component. Sometimes summarized information will be displayed within the component. Should you wish to view the full entry, or edit the entry, click on the coloured (blue) text within the entry you wish to view or edit (see Linked Words or Phrases, below). To return to the component, use the **Save** icon again, or the **Back** icon.

The **Delete** icon is used to delete all entered information for a particular component. The applicant will be prompted to confirm that they wish to delete the information, prior to execution of this command.

The **Edit** icon is active when the contents of the page you are on can be changed. It takes the applicant to a new screen to enter component information. Once information is entered, use the Save link (see below) to save the information entered and return to the component. All entered information will be displayed on the component screen.

The **Save** icon saves all entered information within a component, and takes the applicant back to the current component.

Other Navigation Tools

Linked Words or Phrases

When a word or phrase is shown in underlined blue text, this indicates that this is a link. To see further information related to the word or phrase, click on the word. Clicking on a linked word or phrase will open a new screen with the linked information. This information is sometimes display-only, and sometimes editable using the Edit icon, as above. To return to the original screen, click **Save** or **Back**.

Dropdown Menus

For some items the applicant must select *one* of a number of optional responses. When this is the case, a shaded box with a down chevron will be displayed. Click on the chevron to display the available options and select the one which applies.

Mark as Complete

Applications are entered into WebGrants using "Components", which are mini-modules containing grouped information. Applicants are recommended to use the Component List as their main navigation point when entering applications, accessing and completing each component from this List. Components can be completed in any order.

On all individual component screens there is a "Mark as Complete" link on the right hand side of the screen. The "Mark as Complete" function is used to track which components you have completed and finished editing. Clicking the "Mark as Complete" link will activate a checkmark for that component on the Application Forms Screens. You can still return to components that have been marked as complete for further editing prior to submitting your application as required. All components must be completely filled out and "Marked as Complete" before your application can be submitted to the Foundation for assessment. Clicking on this link will complete the component and take the applicant back to the Components Menu screen.

Masks

Some items require the applicant to enter information in a specific format, which is indicated through the use of a "mask". One such item is "Phone/Fax" (ie. this field is pre-formatted to provide dashes between each set of numbers). Please confirm that your information entered correctly within these items.

Attaching Documents

or

This function is accessed by clicking the **Add** Icon, or the **Attach** Icon, depending on the component screen being utilized. Some components require the entry of a brief file description for clarity, when more than one file can be uploaded. Where indicated, the file description field must be filled out. The "Browse" button is used to find the file to be attached, and the "Upload File" or "Save**"** Icon will save the file to the WebGrants system.

Allowable File Formats: MS Word, Excel, Power Point (Save As: Version 1997-2003)
Adobe Acrobat (.pdf)

Deleting Attachments

On screens where you have attached a document, clicking on the **Delete Attachment** icon will remove your document. This will allow you to re-attach a new document.

Radio Buttons

On some component screens the applicant must select from among a number of optional responses using radio buttons. In some case only one response is permitted; in other cases multiple responses are allowed. Please see individual component instructions regarding what is permitted for any given item. To select the desired response, click on the button by that response.

Entering Dates

On some component screens applicants are required to enter specific dates. When this is required, a calendar icon will be displayed. Click on the calendar icon and, using the arrows at the top to scroll through the months and years, click on the desired date.

Certification Pages

Certification pages are required documents. To complete these components, the applicant must download the certification form from WebGrants. These forms should be printed, completed by the applicant, signed by the appropriate individuals, scanned, and saved into the application using the Browse and Attach button, as above. Where two signatures are required on one form (for Host Organization, for example), if it is necessary to use two hard copies to obtain the two signatures, please scan the two pages into one document and attach as a single attachment.

Other Important Information

Completeness

All questions are mandatory and must be answered in order for your application to be complete and be submitted to CBCF for review unless otherwise indicated in the instructions for that component. You may use the "Mark as Complete" function to enable the submission of your application on optional screens that have not been filled out.

Character Counts

Text box entry fields have preset maximum character counts. Character count maximums for larger entry fields will be indicated in the User Manual. *The maximum character counts indicated, include both characters and spaces.* Should you encounter an error in saving data entered into a text box, consider whether you may have exceeded the maximum character count, and edit your entry before clicking **Save**.

Fonts and Scientific Characters

It is recommended that applicants "cut & paste" larger text entries into WebGrants. WebGrants will maintain the font and formatting of the original text. Please prepare entries for text boxes using Arial 10pt font and any fonts or formatting required for scientific characters.

WebGrants Passwords

If you forget your WebGrants password, click the Forgot Password link on the Login screen. Enter your user id and email address in the displayed form and click Submit. Your password will be emailed to you at the email address in your profile.

If you want to change your password, Login to the WebGrants system, click on the My Profile icon. Click the Reset Password link. Enter and confirm the new password. Click the Save button.

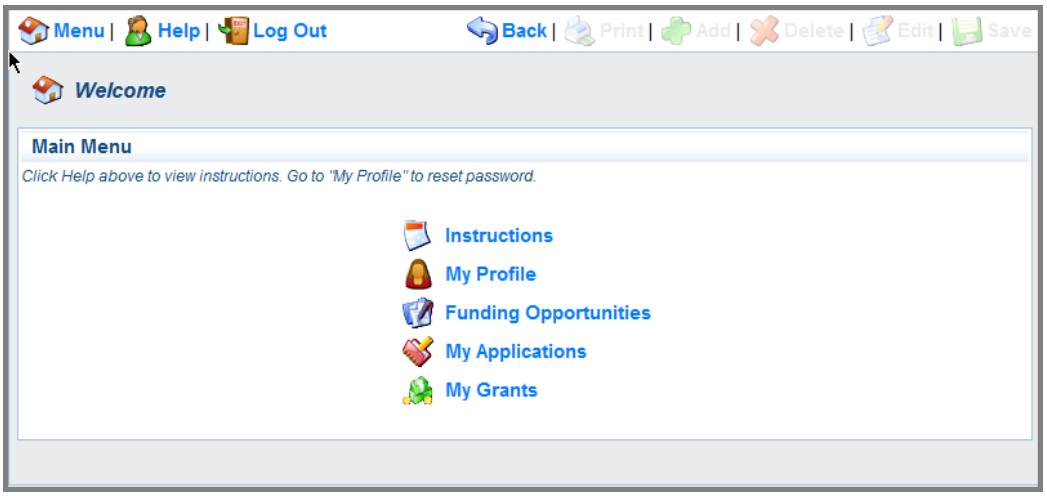
4. Main Menu Instructions

Overview

This section provides an overview of the Main Menu screen and the Components found there.

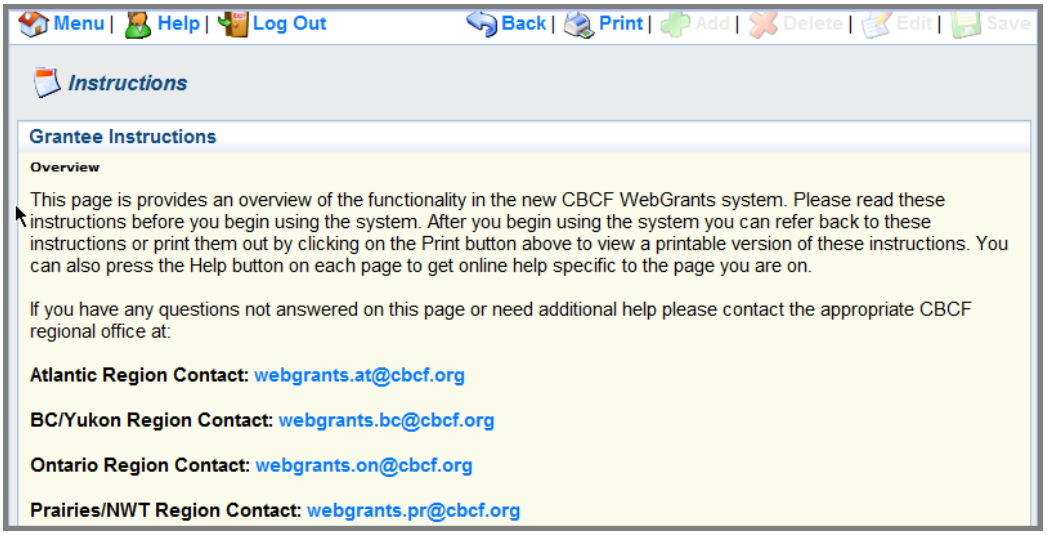
Main Menu

The modules displayed on the main menu are as follows:


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Welcome
Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.
Instructions
My Profile
Funding Opportunities
My Applications
My Grants

Instructions

To access the WebGrants Instructions screen, click the Instructions link.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Instructions
Grantee Instructions
Overview
This page is provides an overview of the functionality in the new CBCF WebGrants system. Please read these instructions before you begin using the system. After you begin using the system you can refer back to these instructions or print them out by clicking on the Print button above to view a printable version of these instructions. You can also press the Help button on each page to get online help specific to the page you are on.
If you have any questions not answered on this page or need additional help please contact the appropriate CBCF regional office at:
Atlantic Region Contact: webgrants.at@cbcf.org
BC/Yukon Region Contact: webgrants.bc@cbcf.org
Ontario Region Contact: webgrants.on@cbcf.org
Prairies/NWT Region Contact: webgrants.pr@cbcf.org

The Instructions page includes information on general navigation, the Main Menu screen, and each of the links found on the Main Menu screen.

The Instructions document can be printed using the Print button, if desired.

My Profile

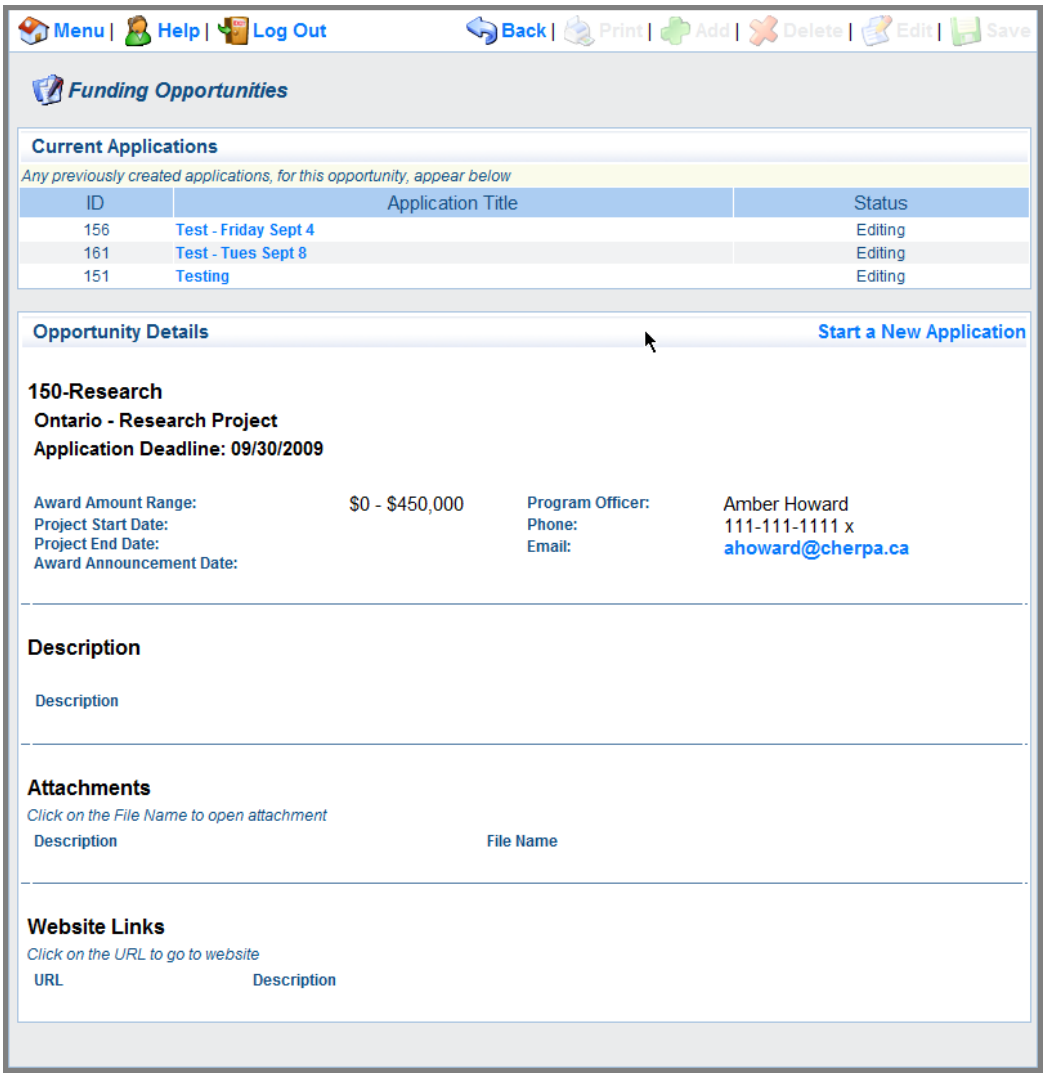
This module allows you to edit your personal contact information as well as reset your password. Please see "Updating Your Grantee Profile" on page 8, for more information.

Funding Opportunities

To **View** Funding Opportunities (Calls for Proposals) available in British Columbia, click the **Funding Opportunities** button. This will display a list of all open opportunities, their Program Areas, and Proposal Deadlines. Applicants whose primary professional practice is in BC may apply for Funding Opportunities identified within BC only at this time.

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Funding Opportunities
Current Funding Opportunities
This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.
Click on the title to open the Funding Opportunity summary.
ID
Program
Opportunity Title
Pre-Application Deadline
Application Deadline
146 Ontario - Fellowship Funding
Fellowship Funding September 4
09/30/2009
152 Ontario - Community Based Research - Implementation Grant
Implementation September
09/30/2009
150 Ontario - Research Project
Research
09/30/2009
63 Ontario - Community Based Research - Partnership, Planning and Development Grant
testing partnership 3
09/30/2009

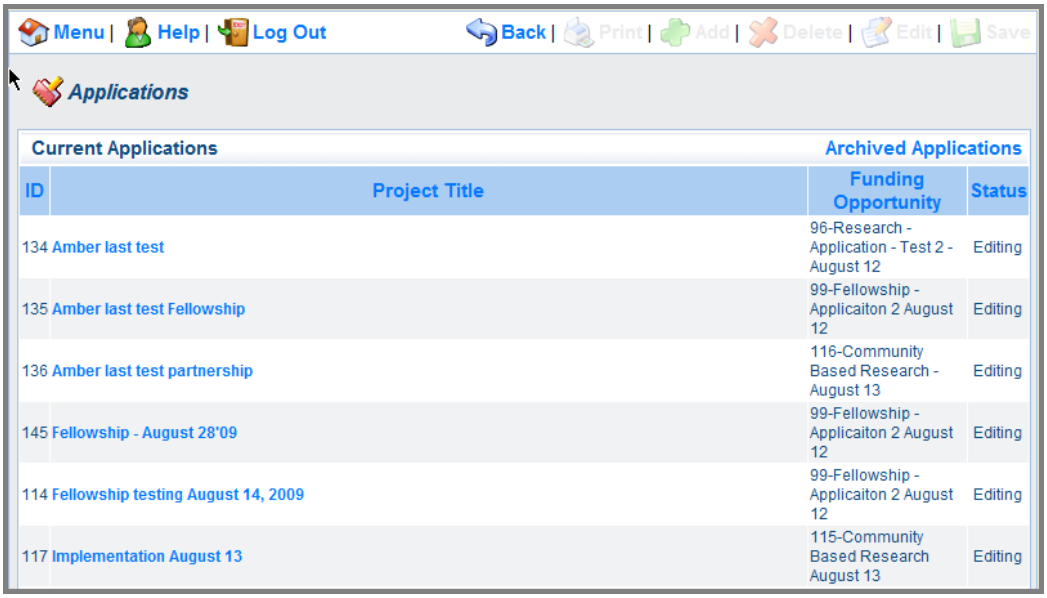
To view a particular Funding Opportunity, click on the Opportunity Title. A screen with Opportunity Details will be displayed. The G*rant Program Guidelines and Criteria* and the *Application User Manual* can be accessed from this page. Also displayed will be titles and status of any applications you may already have made to this Opportunity. This screen can be printed using the print function of your web browser.



To Apply to a particular Funding Opportunity, click the **Start a New Application** link. This will take you directly to the first Application Component to begin entering your application.

My Applications

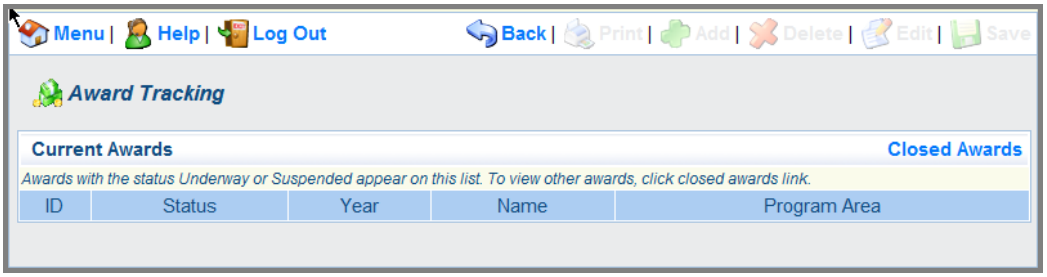
The **My Applications** module displays a list of all recent applications, and shows the current status of each (Editing, Submitted, Correcting, Under Review, Approved). To view applications in other statuses, click on the Archived Applications link.



Clicking on an application's title will display the application, in black and white, in a pop-up window.

My Grants

The **My Grants** screen displays titles of funded applications (Awards) from the 2008 grant call forward.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Award Tracking
Current Awards
Closed Awards
Awards with the status Underway or Suspended appear on this list. To view other awards, click closed awards link.
ID
Status
Year
Name
Program Area

The initial page displays grants with the status Underway and Suspended. Clicking on the **Closed Awards** link will display grants with the status Closed and Archived.

Clicking on a grant's title will display the grant components. This module will be used for progress reporting, payment processing and communication with CBCF during the funding period for new grants approved in spring 2009 and forward.

5. Research Application Components

5.1 – General Information

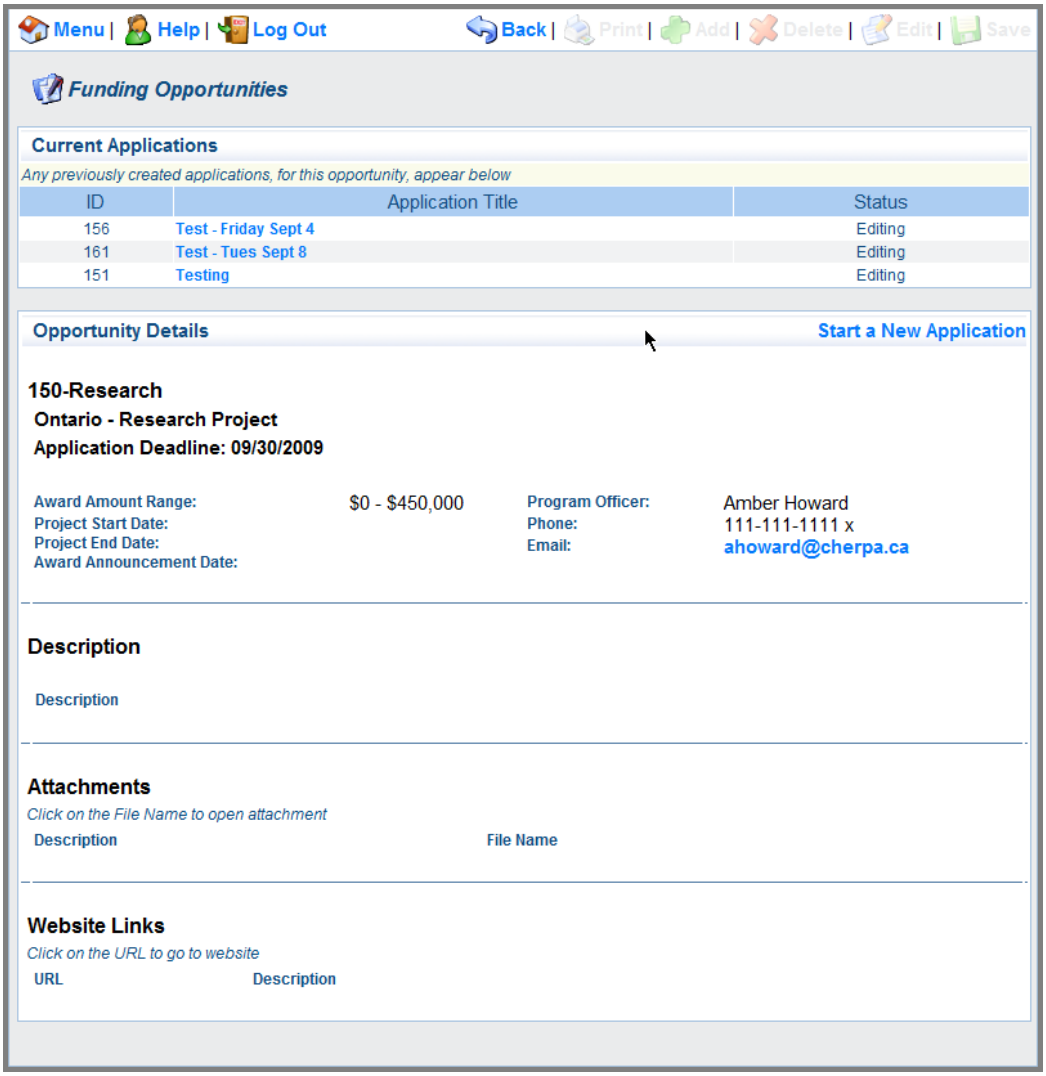
This is the initial step to completing a research grant application. You will be providing general information including the full scientific title of your project for which funds are being requested.

1. Login to the Main Menu.

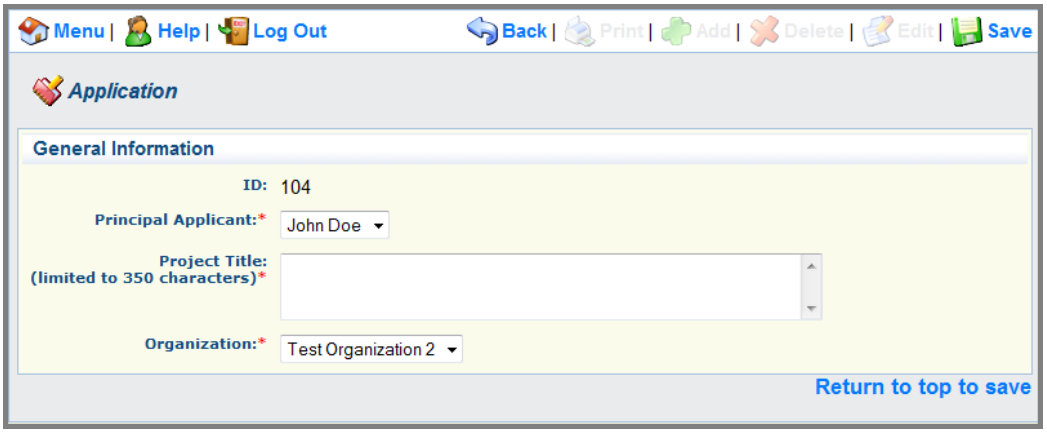
2. Click on the **Funding Opportunities** icon from the Main Menu.

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Funding Opportunities
Current Funding Opportunities
This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.
Click on the title to open the Funding Opportunity summary.
ID
Program
Opportunity Title
Pre-Application Deadline
Application Deadline
146 Ontario - Fellowship Funding
Fellowship Funding September 4
09/30/2009
152 Ontario - Community Based Research - Implementation Grant
Implementation September
09/30/2009
150 Ontario - Research Project
Research
09/30/2009
63 Ontario - Community Based Research - Partnership, Planning and Development Grant
testing partnership 3
09/30/2009

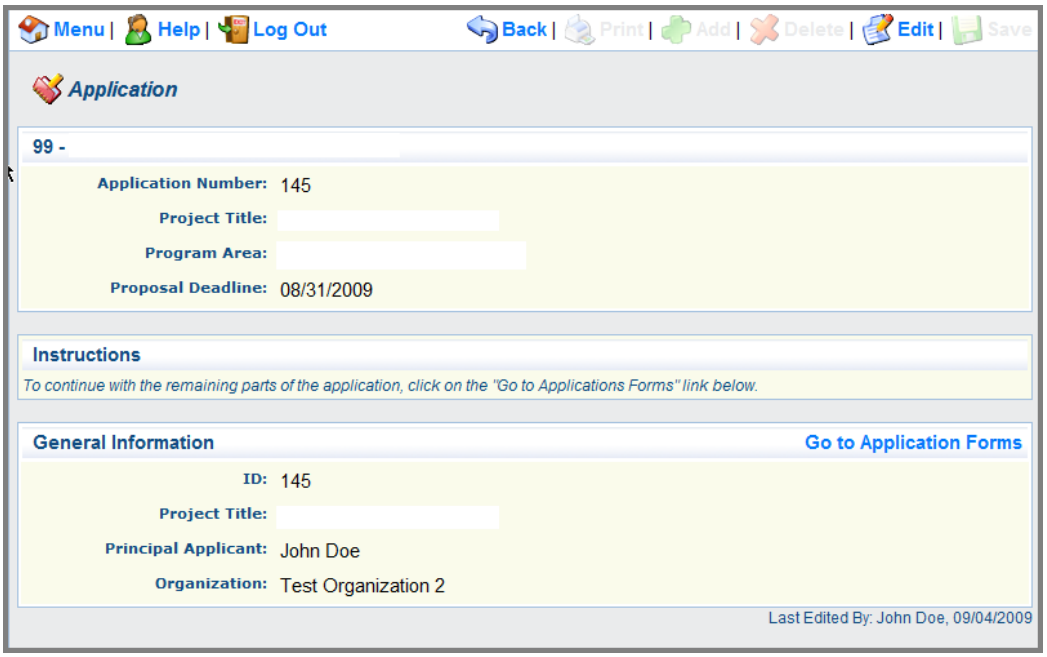
3. Choose the **Funding Opportunity** from the list of available options.



4. Click **Start a New Application** at the top of the screen to create an application for this funding opportunity.

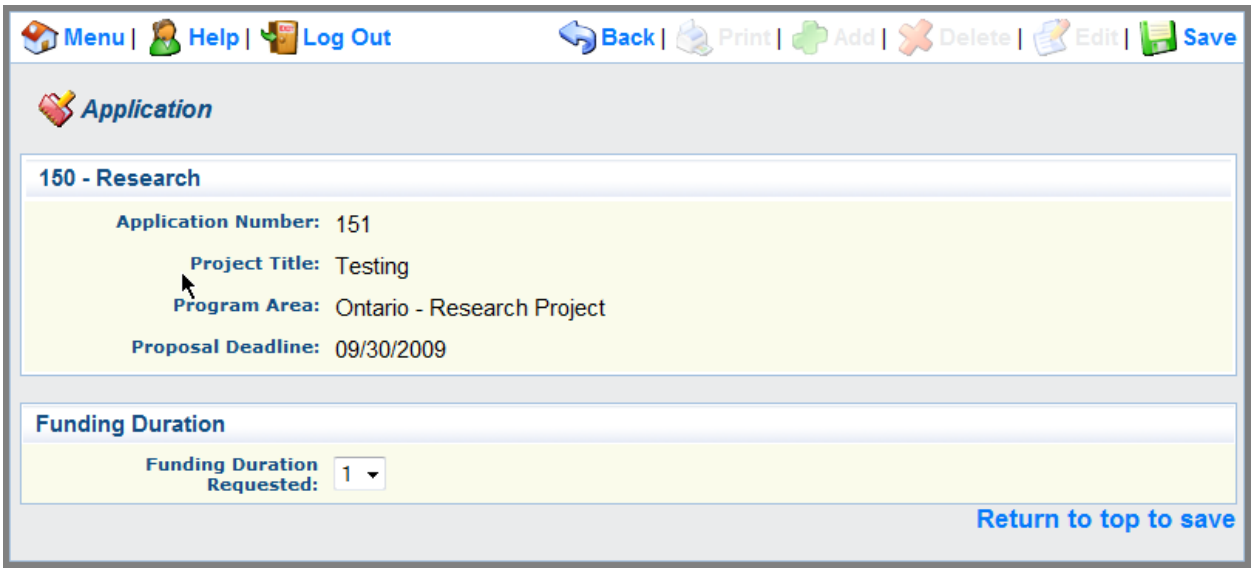

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
General Information
ID: 104
Principal Applicant:* John Doe
Project Title: (limited to 350 characters)*
Organization:* Test Organization 2
Return to top to save

5. Enter the full scientific **Project Title** for your research project.
6. The name of the Host **Organization** you provided on the "My Profile" page will automatically appear in this field.
7. Click on the **Save** icon to save the information you have entered.
8. To continue filling out the application click the **Go to Application Forms** link in the middle of the screen.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
99 -
Application Number: 145
Project Title:
Program Area:
Proposal Deadline: 08/31/2009
Instructions
To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.
General Information
Go to Application Forms
ID: 145
Project Title:
Principal Applicant: John Doe
Organization: Test Organization 2
Last Edited By: John Doe, 09/04/2009

5.2 – Funding Duration

1. Click on the **Funding Duration** component from the list.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Funding Duration
Funding Duration Requested: 1
Return to top to save

2. Use the drop down menu to choose the **Funding Duration Requested** (Please note that CBCF, BC/Yukon Region provides funding for a maximum of 2 years only).

3. Click on the **Save** icon at the top of the page to save the information you have entered.

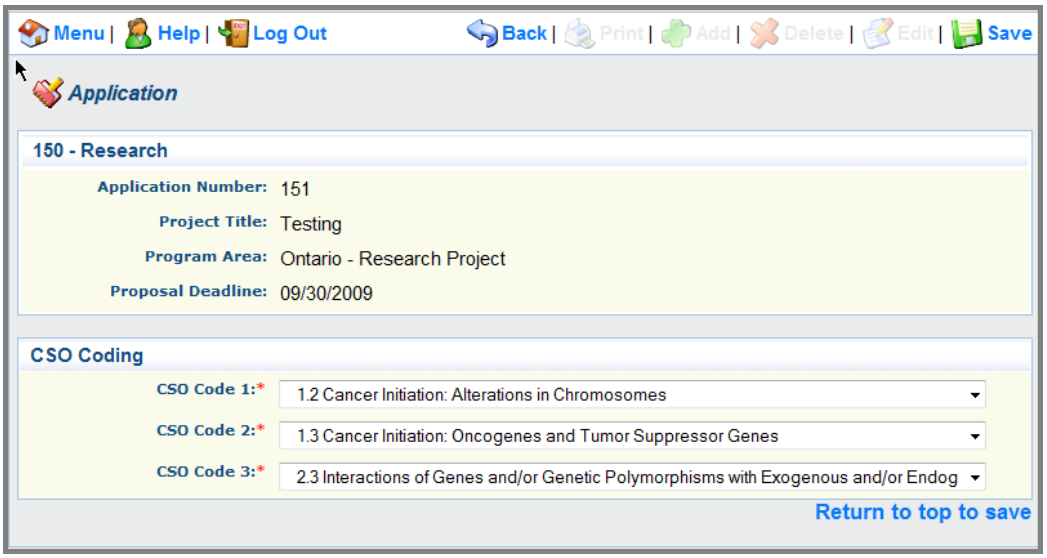
4. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

5.3 – CSO Coding

Adding CSO (Common Scientific Outline) Codes

1. Click on the **CSO Coding** component from the list.
2. Use the drop down lists to choose three different, sub/numerical **CSO Codes** that best describe the Primary, Secondary and Tertiary focus areas of the project for which funds are being requested.

(See Appendix A for more detailed CSO Code descriptions)


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
CSO Coding
CSO Code 1:*
1.2 Cancer Initiation: Alterations in Chromosomes
CSO Code 2:*
1.3 Cancer Initiation: Oncogenes and Tumor Suppressor Genes
CSO Code 3:*
2.3 Interactions of Genes and/or Genetic Polymorphisms with Exogenous and/or Endog
Return to top to save

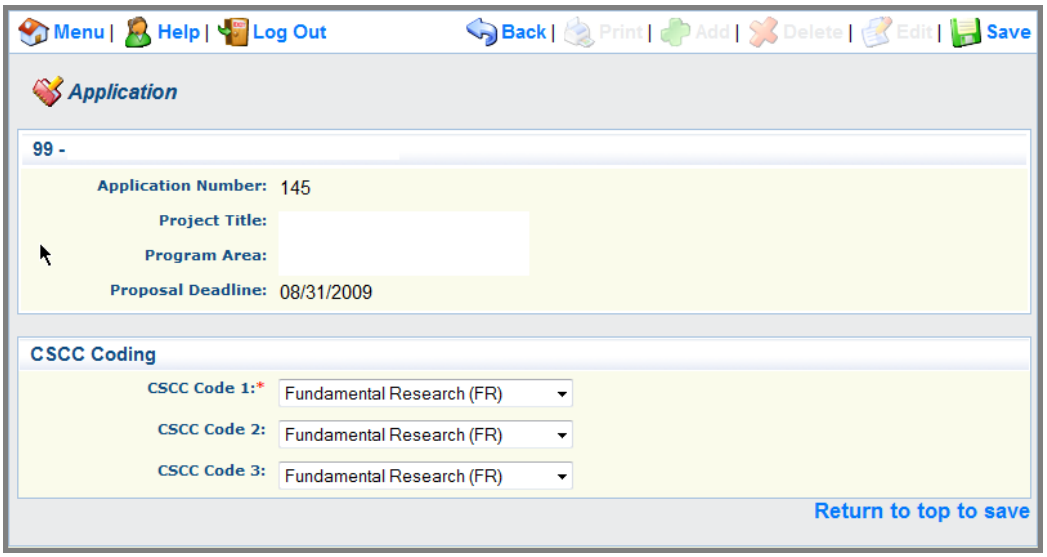
3. Click on the **Save** icon at the top of the page to save the information you have entered.
4. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

5.4 – CSCC Coding

CSCC Codes (Adapted from "Analytic Framework for Cancer Control in Canada", NCIC)

1. Click on the **CSCC Coding** component from the list.
2. Use the drop down menus to choose up to three, different **CSCC Codes** that best describe the Primary, Secondary and Tertiary focus areas of the project for which funds are being requested.

   (See Appendix B for more detailed Code Descriptions)

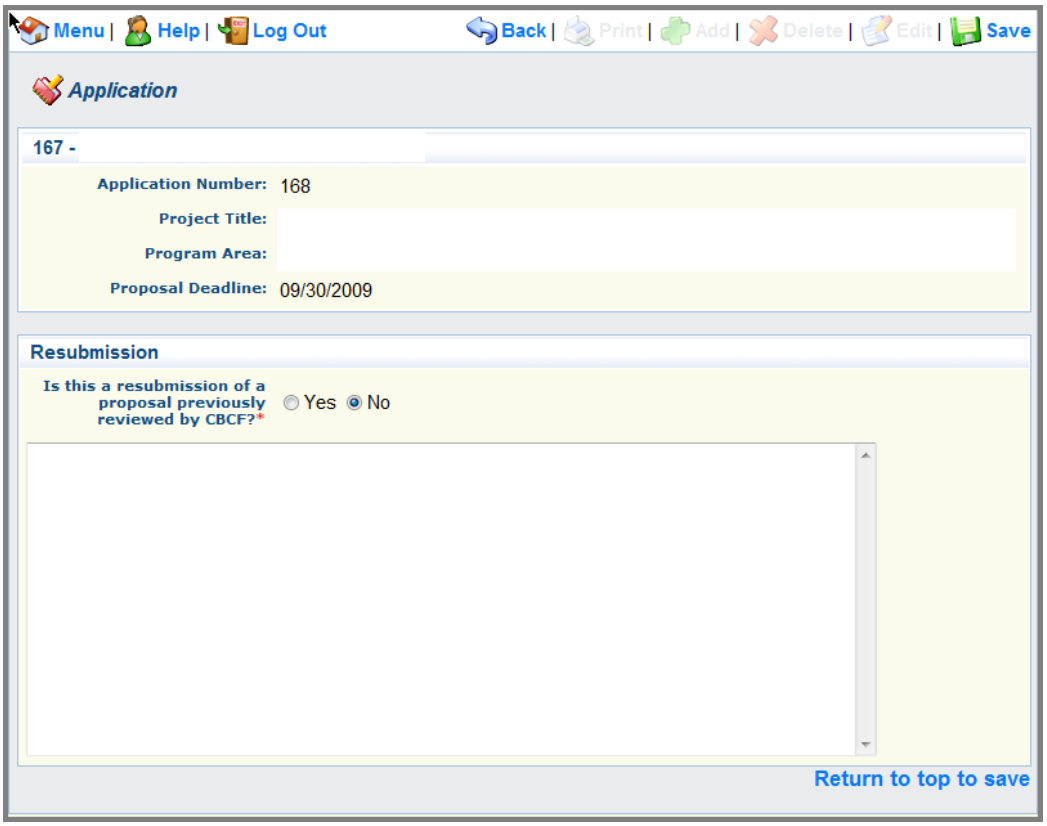


3. Click on the **Save** icon at the top of the page to save the information you have entered.
4. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

5.5 – Resubmission (Past Project Information)

Applicants re-submitting proposals that were considered but not funded in a prior funding Call for Proposals must clearly and directly respond to review panel feedback from the prior Call, in the space provided.

1. Click on the **Resubmission** component from the list.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
167 -
Application Number: 168
Project Title:
Program Area:
Proposal Deadline: 09/30/2009
Resubmission
Is this a resubmission of a proposal previously reviewed by CBCF?* Yes No
Return to top to save

2. Indicate whether or not this project is a resubmission of a previously reviewed proposal, using the radio buttons provided.
3. If "no", proceed to **Step 4**. If "yes", use the text box to:

- "Cut and Paste" prior reviewer feedback
- Provide Applicant's response to this feedback. Please limit your response to 10,000 characters.

Note: Applicants may attach supporting documents related to their response (references, tables, etc.) in the **Attachment** component. If including attachments, please clearly indicate their file name(s) as the last item at the bottom of the text box so peer reviewers can easily find the correct attachment

for this component.

File Naming Convention: Additional Documents Related to Resubmission :

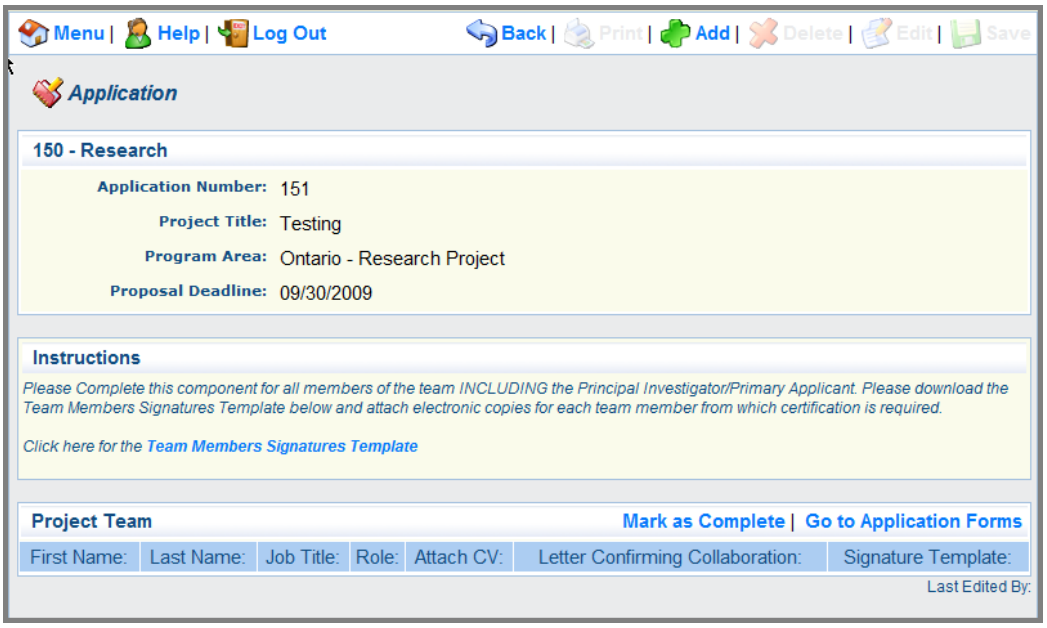
[resubmission #.doc or resubmission #.pdf]

4. Click on the **Save** icon at the top of the page to save the information you have entered.
5. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

5.6 – Project Team

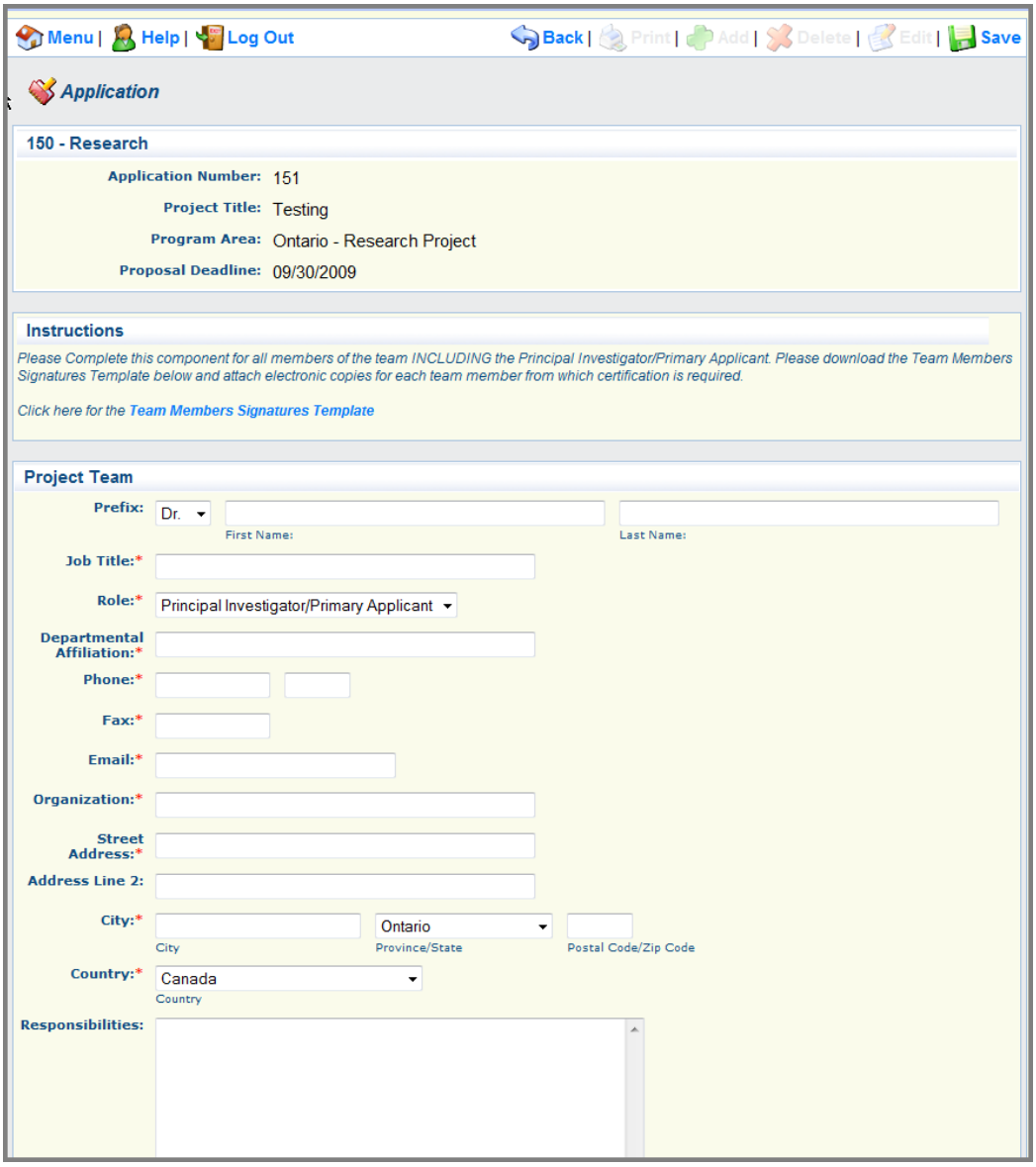
In this component, applicants must list all members of the project team along with their contact information, responsibilities in the project, and attach a C.V. and Project Team Member Certification (Principal Investigator, all Co-Applicants, Additional Authors, Research Associates); or Letter of Collaboration (Project Collaborators).

1. Click on the **Project Team** component from the list.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Instructions
Please Complete this component for all members of the team INCLUDING the Principal Investigator/Primary Applicant. Please download the Team Members Signatures Template below and attach electronic copies for each team member from which certification is required.
Click here for the Team Members Signatures Template
Project Team
Mark as Complete | Go to Application Forms
First Name:
Last Name:
Job Title:
Role:
Attach CV:
Letter Confirming Collaboration:
Signature Template:
Last Edited By:

2. Click on the **Team Members Signatures Template** and save it to your local computer. Fill out one template for each of the Principal Investigator, Co-Applicants, Additional Authors, and Research Associates. Print each form and obtain the Commercial Interest/Conflict of Interest disclosure and certifying signature from each of the above, and scan and save one completed Project Team Member Certification for each of the above individuals to your local computer.

3. Click on the **Add** icon at the top of the screen.



4. Enter the **Prefix, First and Last Name** of the project team member. Indicate the person's **Title**.

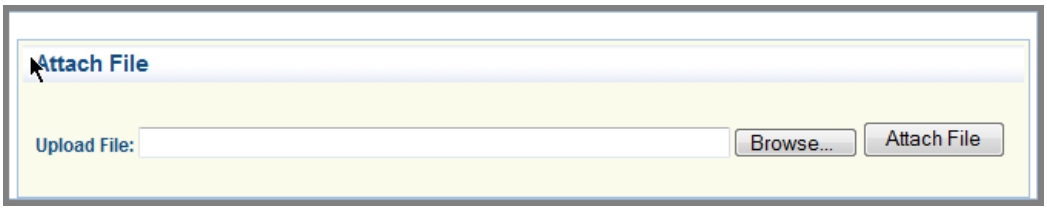
5. Use the drop down menu to indicate this project team member's **Role** in Project.

Co-Applicant - Co-Applicants are researchers who may or may not have a formal affiliation with the project host organization, but will take responsibility for particular administrative and scientific aspects of the research project. Co-Applicants are not eligible to receive salary support from a CBCF, BC/Yukon Region research grant. Students, fellows or technicians may not be designated as Co-Applicants.

Additional Author/Research Associate - Additional Authors and Research Associates are individuals who will make substantial intellectual and/or functional contributions to the research project or have contributed to the drafting of the application, but are not eligible to be included as Co-Applicants. Additional Authors and Research Associates may receive salary support or honoraria from the grant in keeping with host organization rates and policies.

Collaborator - The project design may include research collaborators who are central to the research and not otherwise identified in the categories above. Such collaborators may be located within, or outside of BC. Research collaborators are eligible to receive project funds for specified services or resources if it can be demonstrated that their contribution is essential to the work being undertaken and not otherwise available to the project team.

6. Fill out the project team member's **Departmental Affiliation/ Phone/ Fax/and Email.**
7. Indicate the **Organization's Name** and **Address** related to this project team member.
8. Enter or "cut and paste" the project team member's **Responsibilities** in this project in the text box provided.
9. Click on the **Save** icon to save the information you have entered.
10. Repeat steps 2-8 for each Project Team Member.



11. In the middle of the screen, click on the **Attach** and icons and use the "browse and attach" function to attach C.V. files and Team Member Signature Templates for the **Principal Investigator**, each **Co-Applicant**, **Additional Author,** and/or **Research Associate**, and Letters of Collaboration from each **Collaborator**.

Curriculum Vitae (CV) Requirements – CBCF does not specify a particular format for applicant and team member C.V.'s, however, at minimum, C.V.'s must include:

- Academic Degrees and Awards
- Details of employment since graduation
- Professional Affiliations and Activities
- Grant support received during the last five years
- Grant support currently held
- Publications during the last five years

Applicants are advised to detail any interruptions in their scientific career for information of reviewers. Common CV format is acceptable but is not required.

Collaborator Letter Requirements - Collaborator letters must confirm the collaborator's contribution to the project, stating the supplies, services and/or expertise to be provided. It is the Principal Investigator's responsibility to demonstrate the anticipated contribution(s) of the collaborator(s) toward the goals of the project within the detailed project proposal.

File Naming Convention:
CV's: [surname-cv.doc or surname-cv.pdf]
Letters of Collaboration: [surname-collab.doc or surname-collab.pdf]

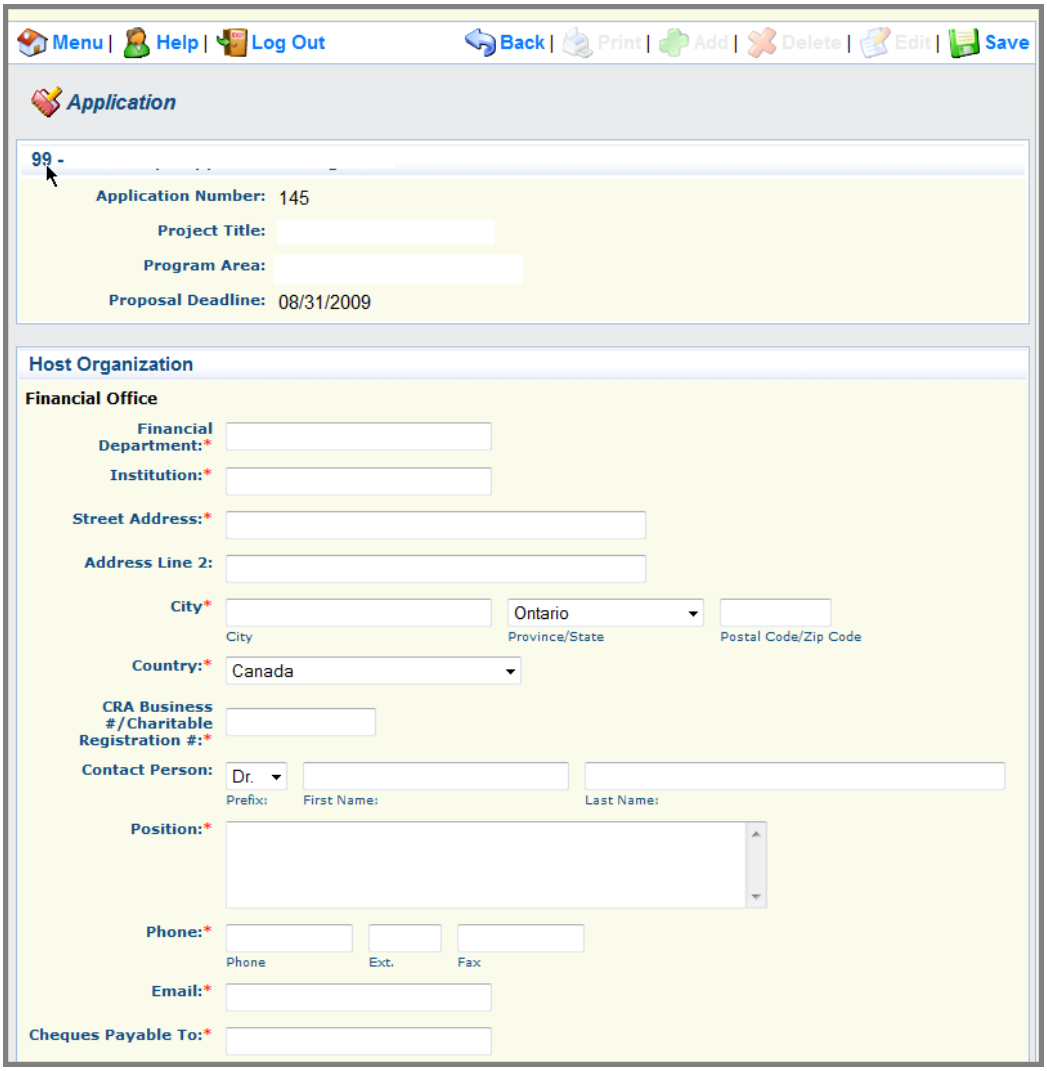
File Naming Convention:
Team Members Signatures Template(s):
[surname-certification.doc or surname-certification.pdf]

12. Repeat step 11 for each CV, letter of collaboration and Team Members Signatures Template.
13. When all team members signatures templates and attachments have been saved, click on the **Mark as Complete** link to complete this component and to return to the Components menu.

5.7 – Host Organization

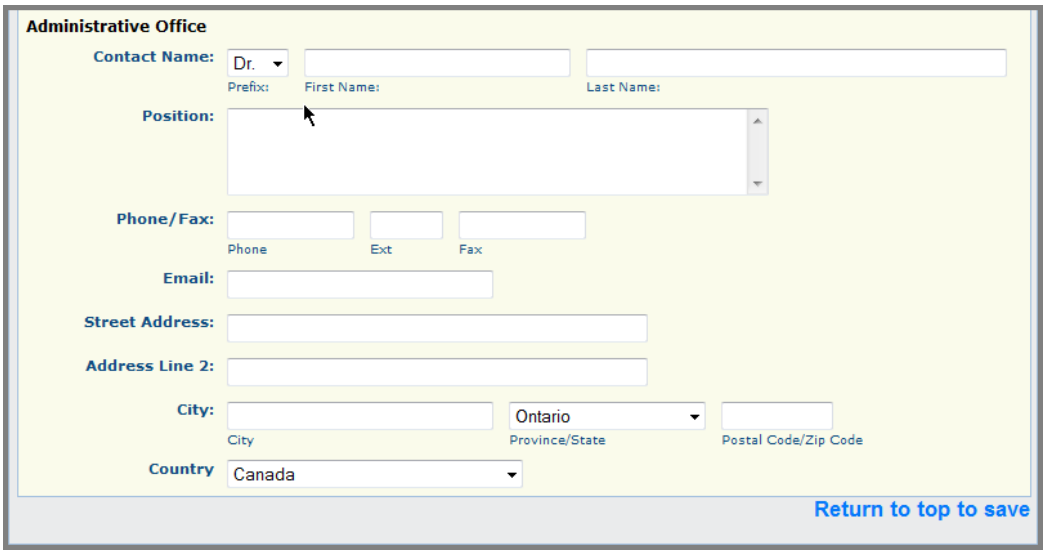
CBCF, BC/Yukon Region requires the identification of an eligible Project Host Organization within the Province of British Columbia, to administer the proposed project if funded. Please refer to the *Research Grant Program Guidelines and Criteria* for a detailed description of Project Host Organization commitments and responsibilities.

1. Click on the **Host Organization** component from the list.



2. Enter the name of the **Financial Department** that will be receiving grant payments and tracking expenditures if your project is funded.
3. Indicate the name of the Host Organization in the "**Institution**" field.
4. Fill out the **Address** information related to the Financial Department of the Host Organization (Address/City/Postal code/Country).

5. Enter the Institution's **CRA Business # / Charitable Registration#.**
6. Enter the **Contact Information** (Prefix/First, Last Name/ Title/ Phone/ Fax/Email) for the Financial Officer who will receive payment and track expenditures if your project is funded.
7. Indicate Host Organization name that **Cheques will be Payable To**.



8. Enter the name of the project host organization Research **Administrative Officer**.

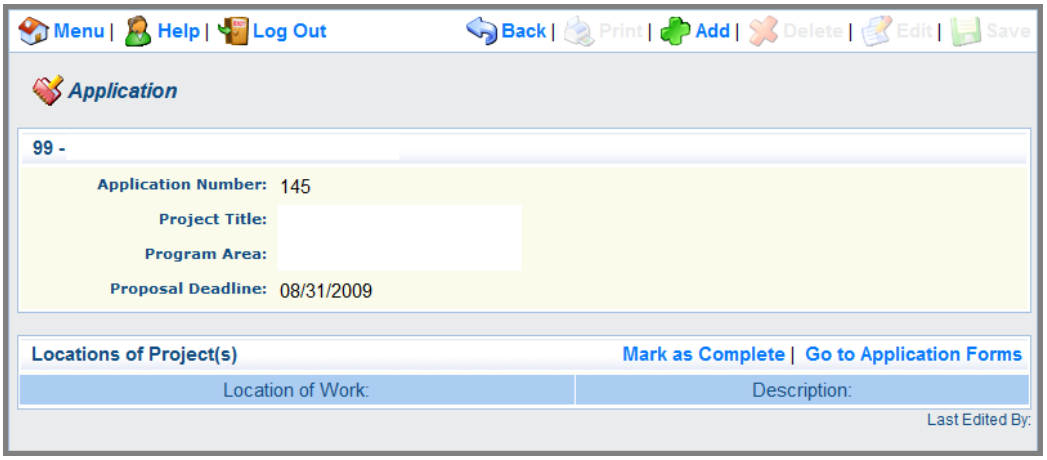
Administrative Officer - The host organization Research Administrative Officer is a designated individual with the project host organization who is authorized to address administrative issues related to the project with the Foundation if the project is approved for funding. Please indicate the designated Host Organization Research Administration Officer's Full Name, Position, Phone, Fax, Email and Address.

9. Click on the **Save** icon to save the information you have entered.
10. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

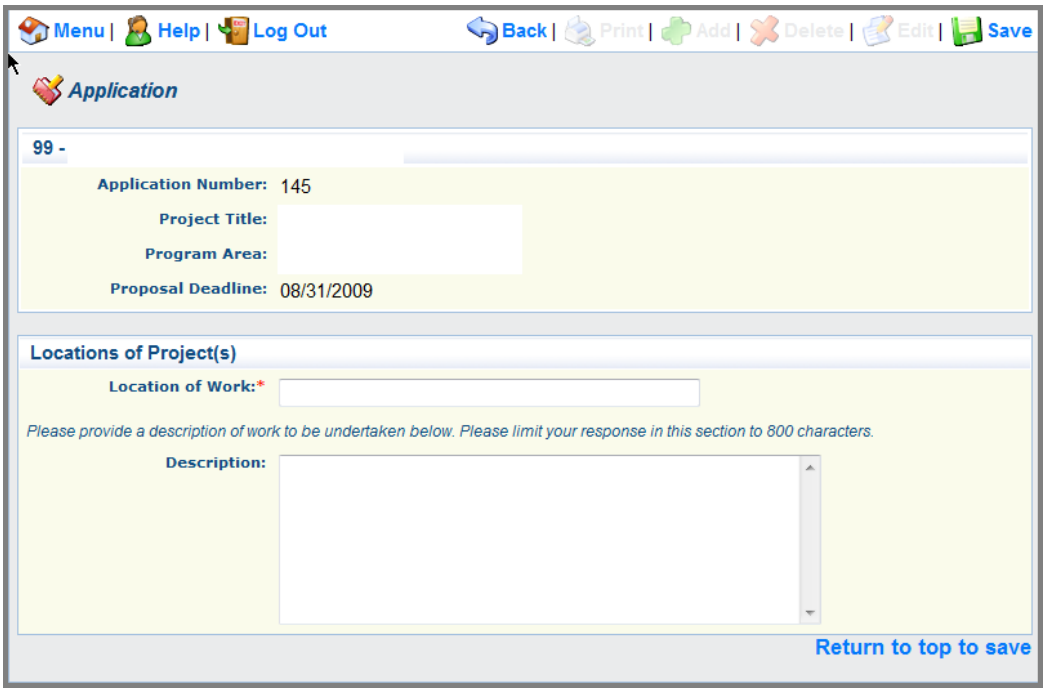
5.8 – Locations of Project(s)

Research Projects must be conducted within settings providing the facilities and staff necessary to support the requirements of the Detailed Project Proposal. Provide all locations, *including* Host Organization facilities, where proposed work will take place.

1. Click on the **Locations of Project(s)** component from the list.



2. Click on the **Add** icon at the top of the screen.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
99 -
Application Number: 145
Project Title:
Program Area:
Proposal Deadline: 08/31/2009
Locations of Project(s)
Location of Work:*
Please provide a description of work to be undertaken below. Please limit your response in this section to 800 characters.
Description:
Return to top to save

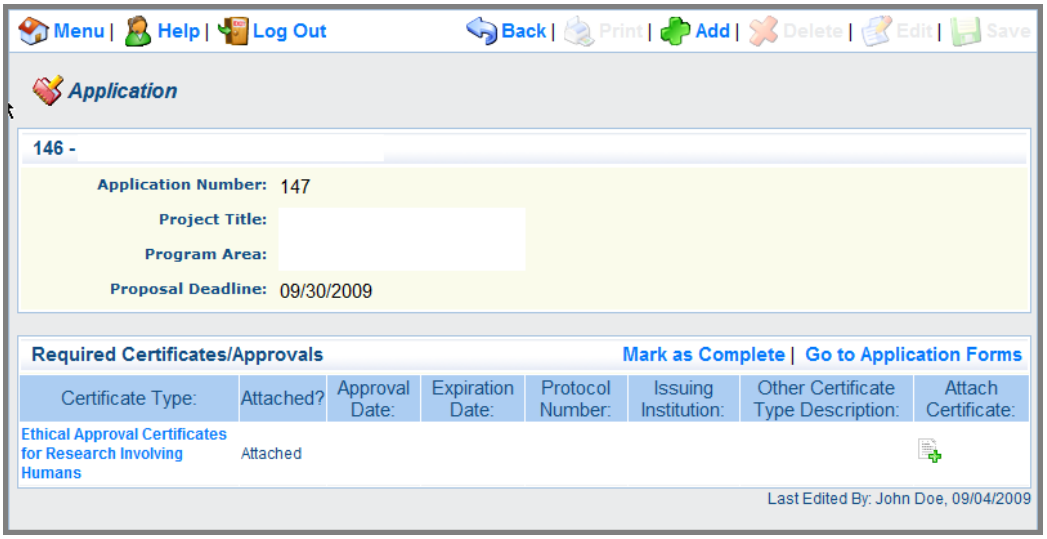
3. In the **Location of Work** field provide the name of the primary location where project activities/training will take place.

4. In the text box provide a brief, point-form **Description** of the work that will be undertaken at this location. Indicate whether certificates or approvals (for animal care, biohazard, etc.) are required for this location. WebGrants will accept up to 800 characters (including spaces) in this text box.
5. Click the **Save** icon at the top of the screen to complete this location.
6. Repeat numbers 2-5 for each additional location.
7. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

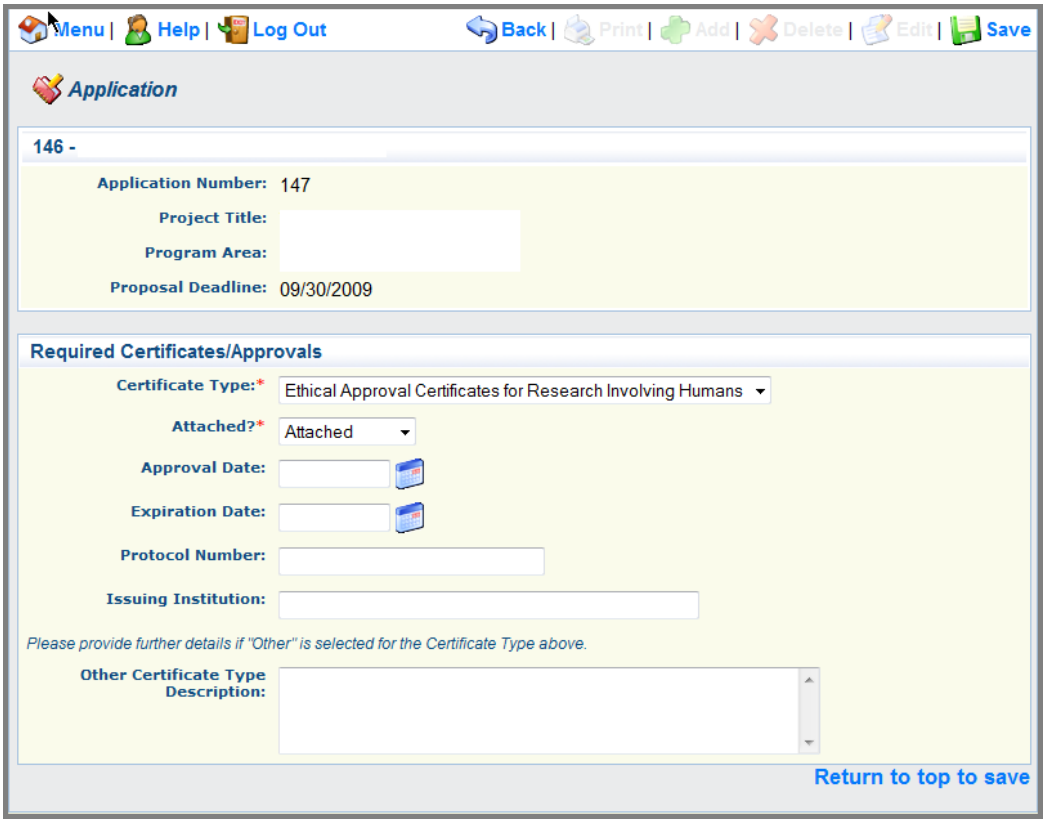
5.9 - Required Certificates/Approvals

Indicate all required certificates and approvals (e.g. Ethical Approval Certificate for Research Involving Humans, Animal Care Approval, Biohazard/Biosafety Approval, Radiation Safety Approval, Community Based Ethics Board Approval, or "Other") for research being proposed.

1. Click on the **Required Certificates/Approvals** component from the list.



2. Click on the **Add** icon at the top of the screen.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
146 -
Application Number: 147
Project Title:
Program Area:
Proposal Deadline: 09/30/2009
Required Certificates/Approvals
Certificate Type:* Ethical Approval Certificates for Research Involving Humans
Attached?* Attached
Approval Date:
Expiration Date:
Protocol Number:
Issuing Institution:
Please provide further details if "Other" is selected for the Certificate Type above.
Other Certificate Type Description:
Return to top to save

3. Use the drop down menu to indicate the first **Certificate Type.**
4. Indicate for this certificate type, whether the certificate is **Attached, Pending,** or **Not Required**.
5. If attached, indicate the certificate's **Approval Date** using the calendar function.
6. If attached, indicate the certificate's **Expiration Date** using the calendar function.
7. Enter the name of the **Issuing Institution.**
8. If attached, enter the certificate's **Protocol Number**.
9. If certificate type **Other** was selected in step 3 above**,** please provide a description of the certificate and the applicable location in the textbox provided.
10. Click on the **Save** **icon** at the top of the page to complete details for each certificate.
11. Repeat steps 2 – 10 to choose each of the remaining certificate types and indicate whether they are **Attached**, **Pending**, or **Not Required**. You may save more than one of each certificate type if necessary.

12. After all Certificates have been listed, click on the **Attach** icon and use the "browse and attach" function to upload scanned images or files of each approval certificate that was indicated as "Attached" above.

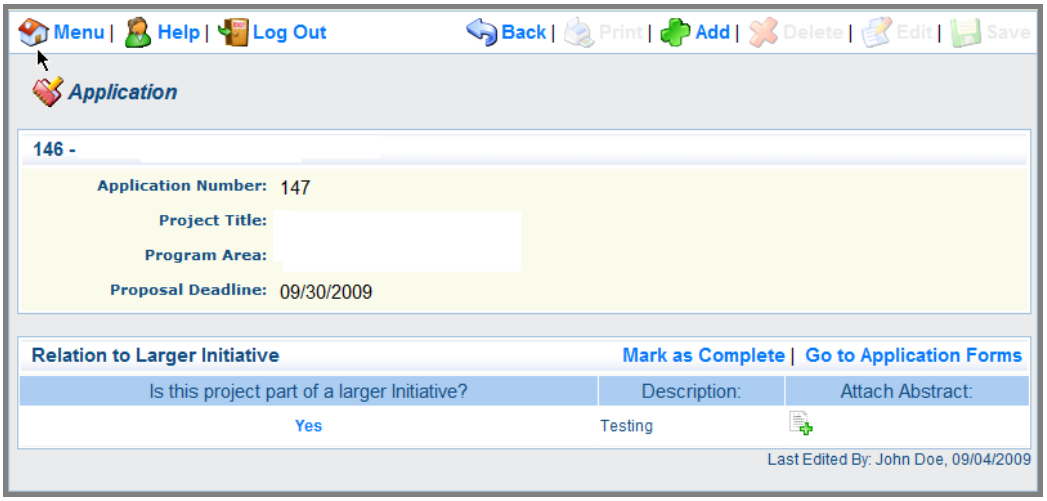
File Naming Convention - Attached Certificates:
[approval certificate #.doc or approval certificate #.pdf]

13. Click on the **Mark as Complete** link to complete this component and to return to the Components menu.

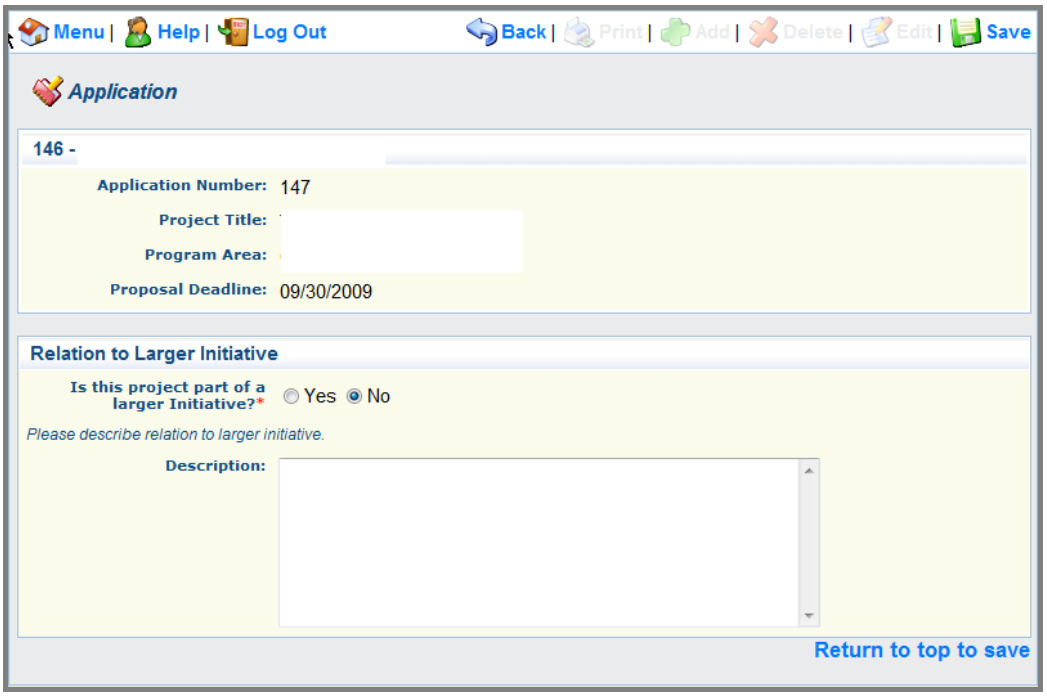
5.10 – Relation to Larger Initiative

Relation of current application to larger initiative(s).

1. Click on the **Relation to Larger Initiative** component from the list.

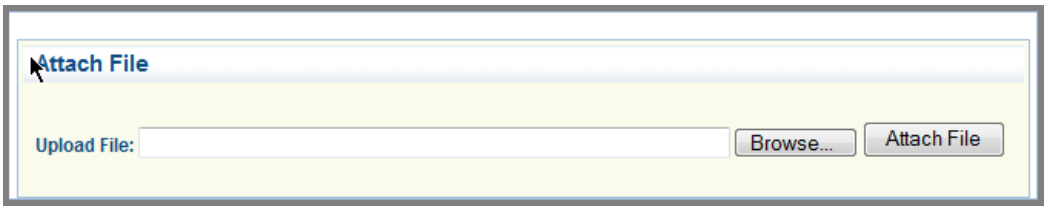


2. Click on the **Add** icon on the top of the screen.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
146 -
Application Number: 147
Project Title:
Program Area:
Proposal Deadline: 09/30/2009
Relation to Larger Initiative
Is this project part of a larger Initiative?* Yes No
Please describe relation to larger initiative.
Description:
Return to top to save

3. Indicate whether or not this project is a component of a larger initiative. If "no", click on the **Save** icon at the top of the page and click on the **Mark as Complete** link to complete this component and return to the Components menu.

4. If "yes" is chosen, provide a **Description** in the text box explaining how the requested funding will support distinct and unique components that are not otherwise funded.
5. Click on the **Save** icon at the top of the page.

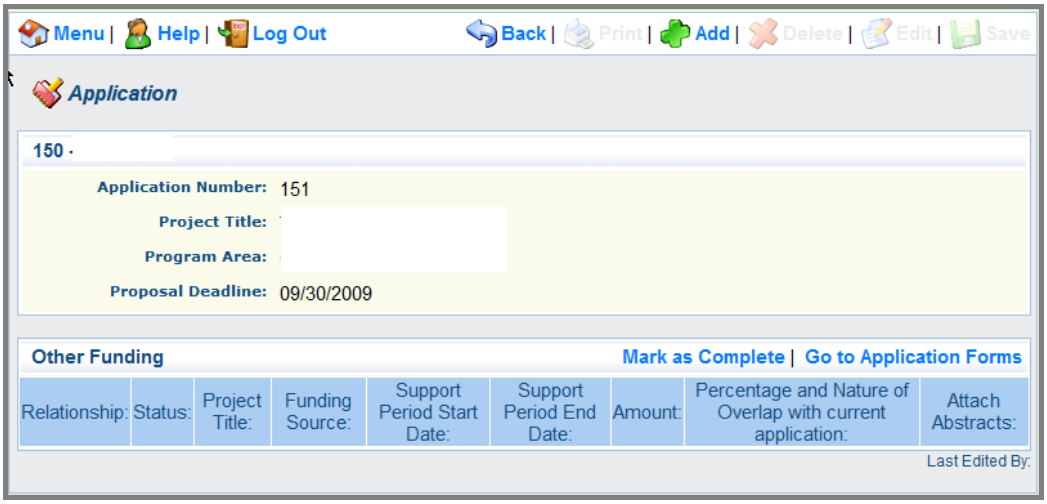


6. Click on the **Attach** icon to the right of the page and use the "browse and attach" function to attach a one page Scientific Abstract for the Larger Initiative.
7. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

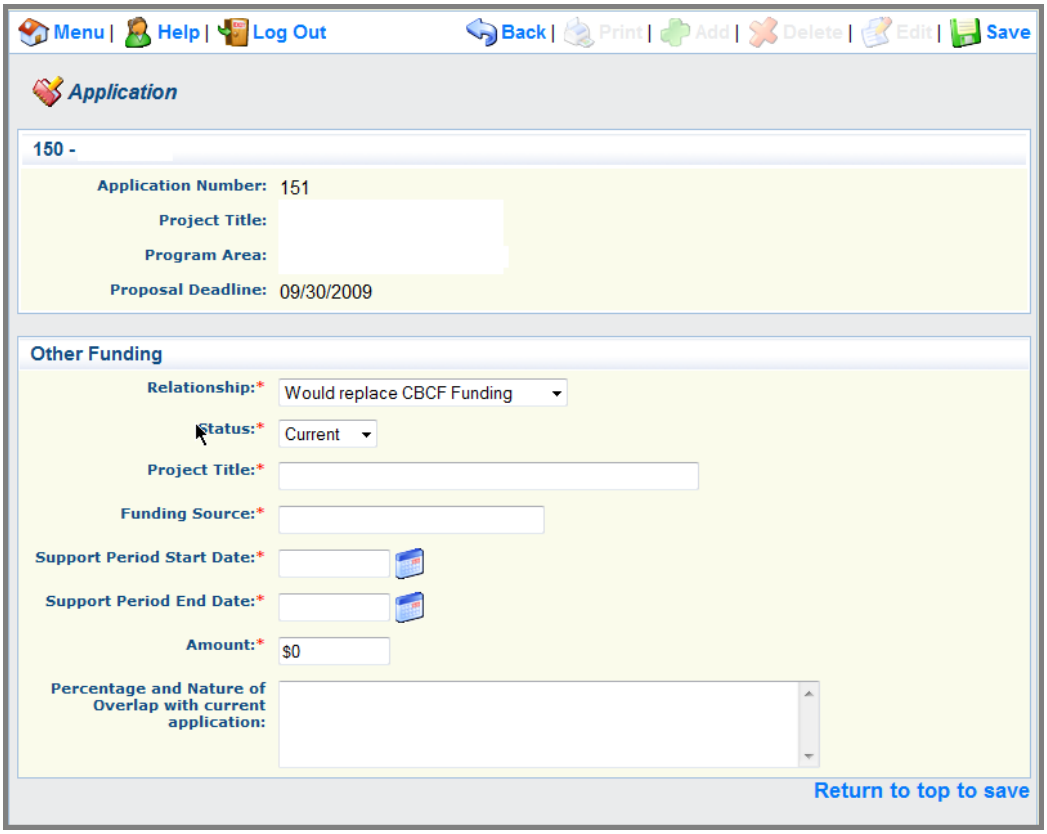
5.11– Other Potential or Confirmed Funding

This component is used to identify current or pending sources of funding for this investigation, either applied for or acquired by members of the project team other than the Principal Investigator.

1. Click on the **Other Potential or Confirmed Funding** component from the list of components.



2. Click on the Add icon at the top of the screen (if there are no other sources of funding, click "**Mark as Complete**" and return to the Application menu).



3. Indicate if the identified funding would "be complimentary" to, or "replace" CBCF funding
4. Indicate if the identified funding is "Current", or "Pending"
5. Indicate the **Project Title** and **Funding Source**
6. Indicate the actual or anticipated timeframe of the support
7. Indicate the amount of funding anticipated or received
8. Indicate the percentage and nature of overlap with the current application.
9. Click the Save icon at the top of the screen to finish entering this source of Other Funding.
10. Repeat number 2 – 9 for each identified source of other funding.

11. Click on the **Attach** icon to the right of the page and use the "browse and attach" function to attach abstracts for all identified sources of support.

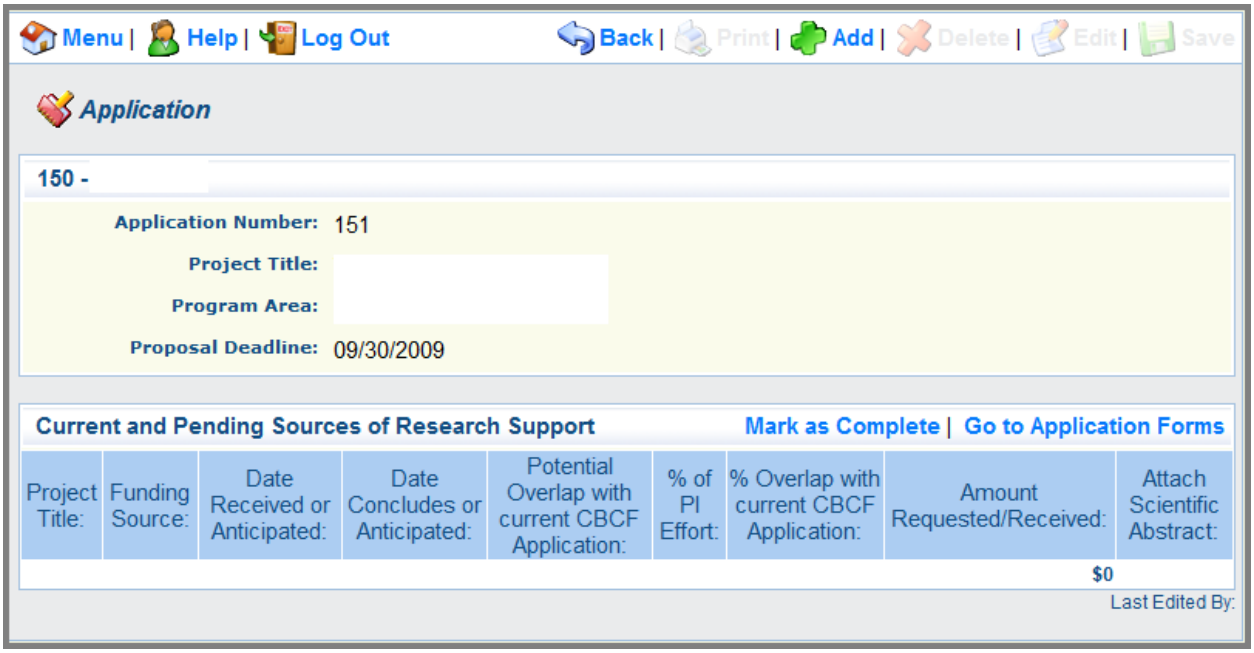
File Naming Convention – Abstracts – Other Funding:
[abstract other funding #.doc or abstract other funding #.pdf]

12. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

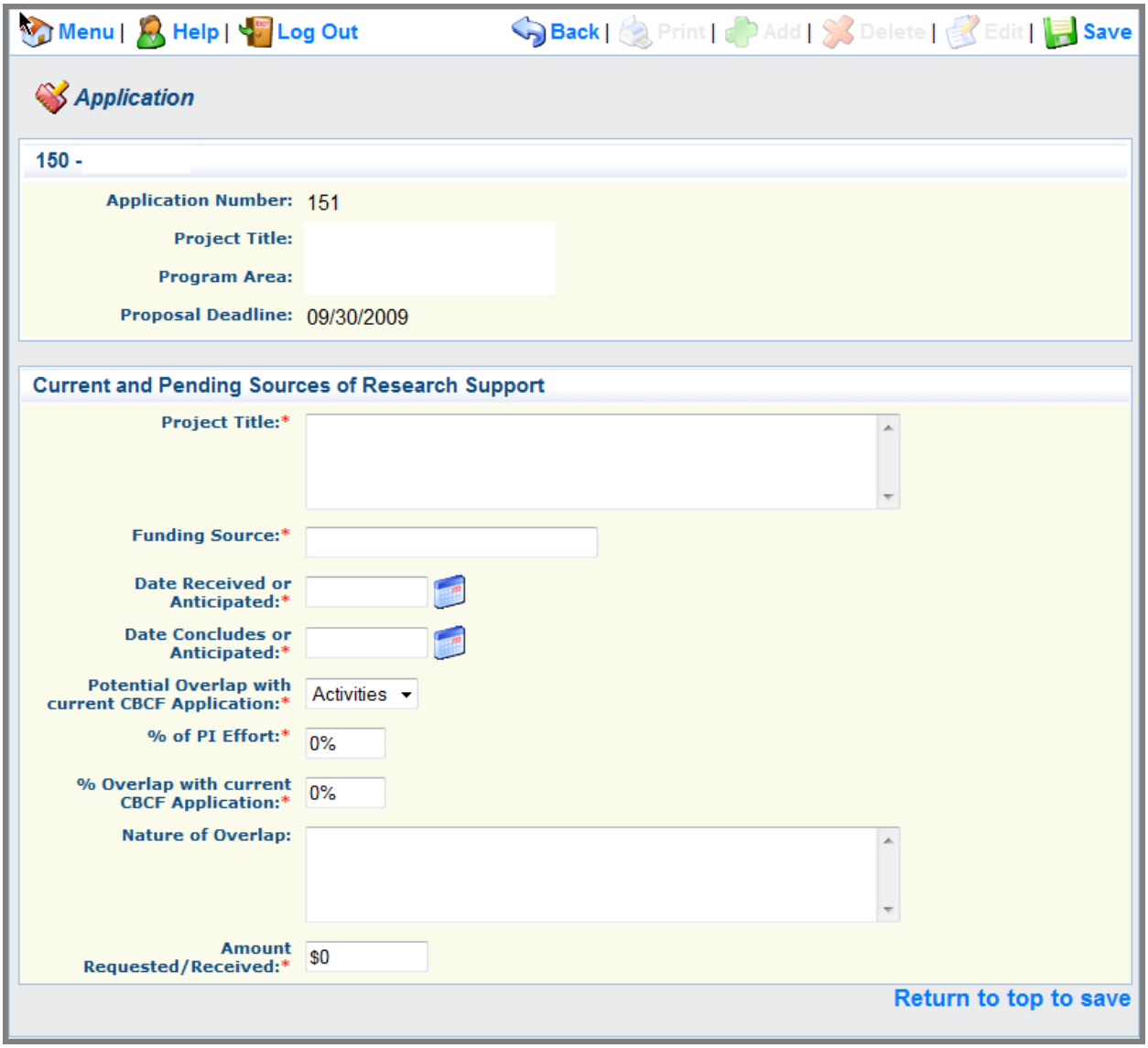
5.12- Current and Pending Sources of Research Support

Please indicate the Principal Investigator's current and pending sources of research support in this component.

1. Click on the **Current and Pending Sources of Research Support** component from the component list.



2. Click on the Add icon at the top of the screen (if there are no other sources of funding, click "Mark as Complete" and return to the Application menu).



2. Fill out the **Project Title** and **Funding Source**.
3. Indicate the **Date Funding was Received** (or is anticipated) by choosing the date using the calendar function.
4. Indicate the **Date Funding Concludes** (or you anticipate it will conclude) by choosing the date using the calendar function.
5. Using the drop-down menu, indicate whether this project potentially overlaps with the current application with respect to "Activities", "Budget", "Both", or "None".
6. Indicate **% of Principal Investigator's professional time** committed to this initiative (or anticipated, if support is pending).
7. Indicate **% of potential overlap between this project and the current application**, and describe the **nature of the potential overlap** in the text box provided.

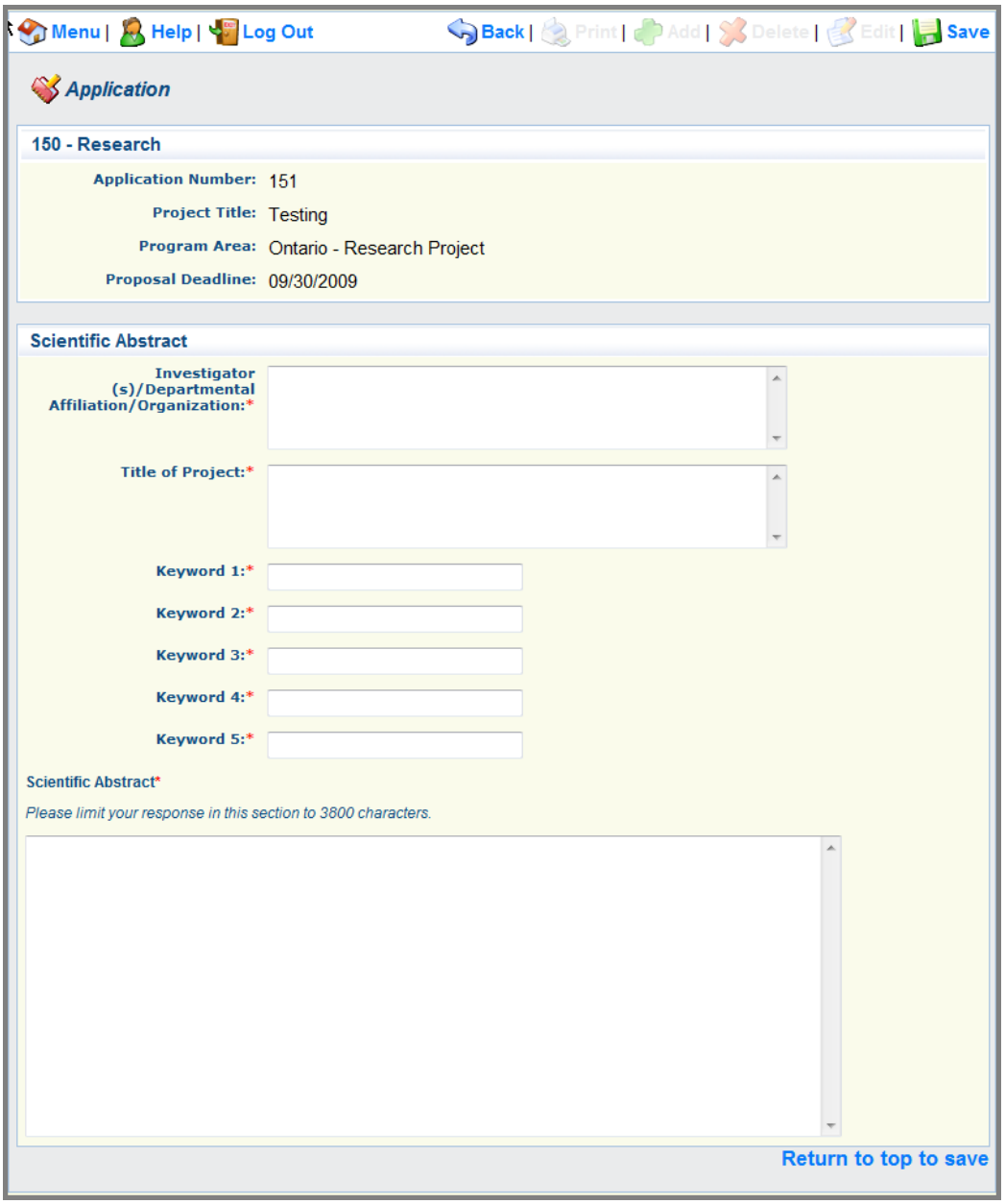
8. Enter the amount of funding **Requested or Received.**
9. Click the Save icon at the top of the screen to finish entering this source of funding.

10. Click on the **Attach** icon to the right of the screen and use the "browse and attach" function to attach a scientific abstract for each listed current or pending source of research support.
11. Repeat numbers 2-11 for each Current or Pending Source of Support.
12. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

5.13 - Scientific Abstract

Please provide a detailed Scientific Abstract which clearly states the nature of the problem to be investigated, project objectives, methodologies to be used, as well as the significance of the research to breast cancer. Ensure that specified character counts are adhered to.

1. Click on the **Scientific Abstract** component from the list of components.

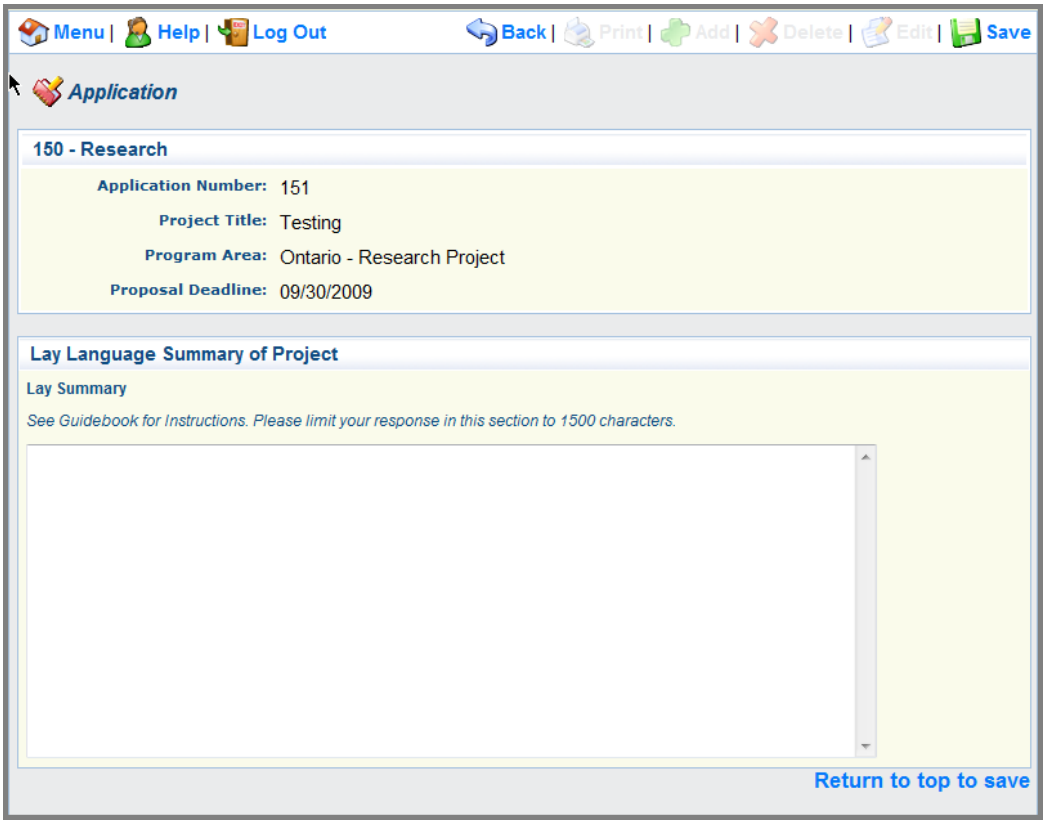


2. Enter all **Investigator(s)/Departmental Affiliation/Organization** that are involved in your project, separated by a semi-colon, in the text box provided.
3. Fill in the **Title of the Project**.
4. Enter up to five **Keywords** that describe the scientific and technical aspects of the project.
5. Enter or "cut and paste" the Scientific Abstract in the text box provided. ("Cut and paste" is recommended. Please use Arial 10 pt. font, single-spaced). The text box will accept a maximum of 3800 characters (including spaces).
6. Click on the **Save** icon to save the information you have entered.
7. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

5.14 – Lay Language Summary of Project

Lay Language Summary of the Project

1. Click on the **Lay Language Summary of Project** component from the list of components.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Lay Language Summary of Project
Lay Summary
See Guidebook for Instructions. Please limit your response in this section to 1500 characters.
Return to top to save

2. Enter a summary of the project in **Lay Language** in the text box provided.

   Describe the project context, objectives, methodologies, relevance and anticipated impact on the issue of breast cancer. Describe how the project relates to the Foundation's mission. This summary will be used to describe the project to the Foundation's stakeholders.

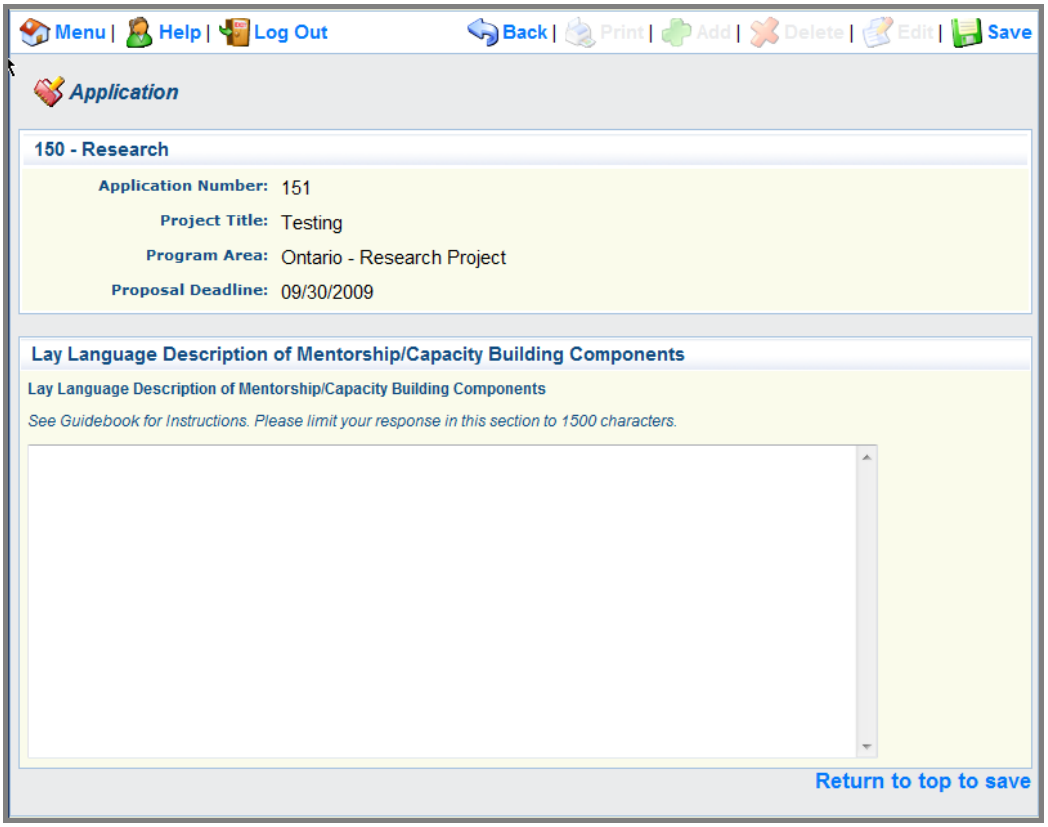
   The text box will accept a maximum of 1500 characters (including spaces).

3. Click on the **Save** icon at the top of the page to save the information you have entered.
4. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

5.15 - Lay Language Description of Mentorship/Capacity Building Components

The Foundation places a priority on mentorship for the purpose of building research capacity and expertise. Please provide a summary in lay language of mentorship and/or capacity building components of the research project, including training provided to students and fellows working on the project.

1. Click on the **Lay Language Description of Mentorship/Capacity Building** component from the list of components.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Lay Language Description of Mentorship/Capacity Building Components
Lay Language Description of Mentorship/Capacity Building Components
See Guidebook for Instructions. Please limit your response in this section to 1500 characters.
Return to top to save

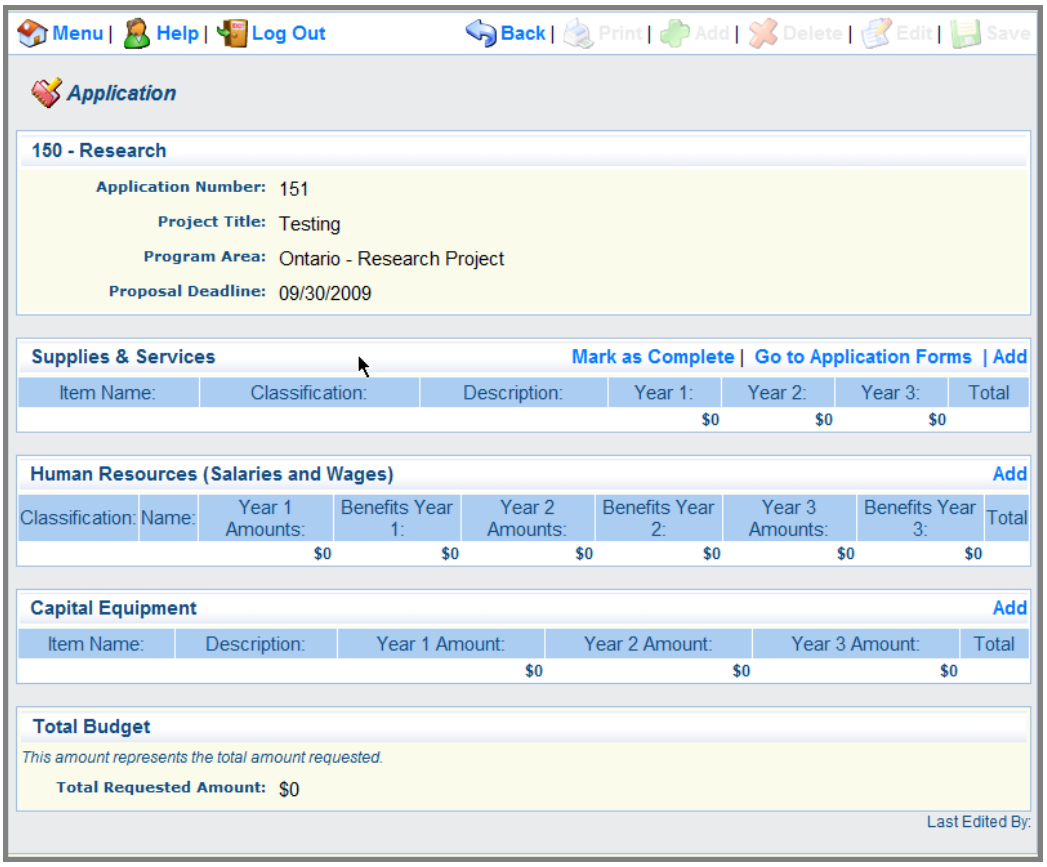
2. Enter or "cut and paste" ("Cut and Paste" is recommended) a **Lay Language Description of Mentorship/Capacity Building Components** in the text box provided. The text box will accept a maximum of 1500 characters (including spaces).
3. Click on the **Save** icon to save the information you have entered.
4. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

5.16 - Budget

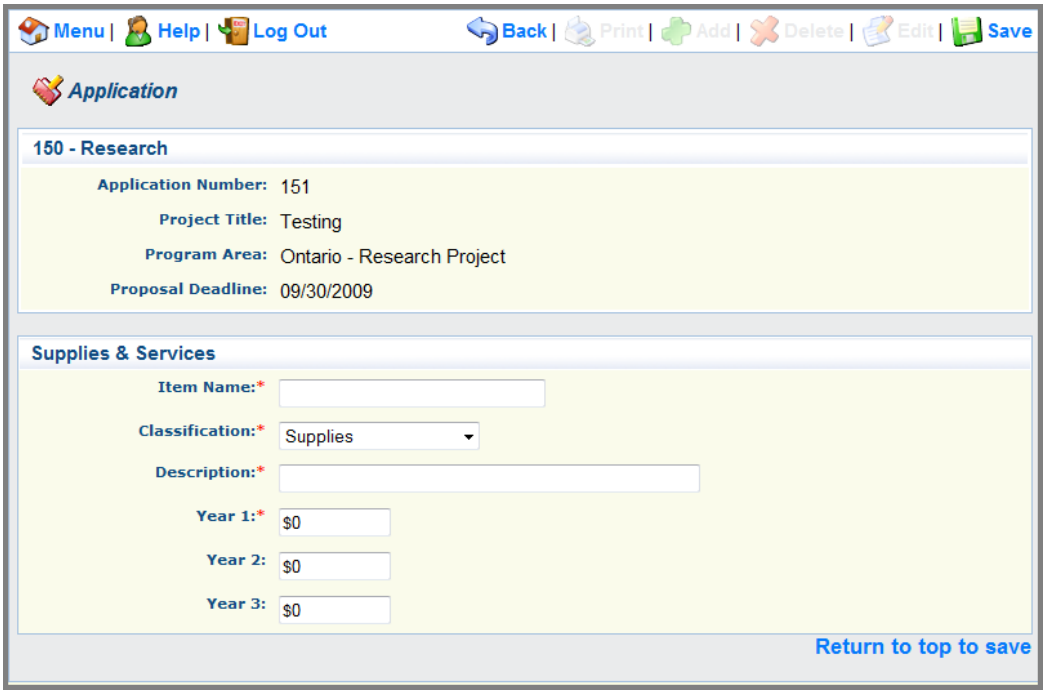
1. Click on the **Budget** component from the list. Budget items are segmented into three major categories – "Supplies & Services", "Human Resources", and "Capital Equipment".

   Note: Please fill out the number of budget columns that match the duration of your proposed project.

   The total project budget may not exceed $250,000 over 2 years. Please ensure that budget items are eligible with the program criteria outlined below. Items that do not meet eligibility criteria or are unclear are subject to reduction or deletion by peer reviewers. The Foundation seeks to fund projects at an appropriate level for the work being proposed and places an emphasis on well-justified and realistic project budgets.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Supplies & Services
Mark as Complete | Go to Application Forms | Add
Item Name: Classification: Description: Year 1: Year 2: Year 3: Total
$0 $0 $0
Human Resources (Salaries and Wages)
Add
Classification: Name: Year 1 Amounts: Benefits Year 1: Year 2 Amounts: Benefits Year 2: Year 3 Amounts: Benefits Year 3: Total
$0 $0 $0 $0 $0 $0
Capital Equipment
Add
Item Name: Description: Year 1 Amount: Year 2 Amount: Year 3 Amount: Total
$0 $0 $0
Total Budget
This amount represents the total amount requested.
Total Requested Amount: $0
Last Edited By:

2. Click the **Add** link to enter **Supplies and Services**.



3. Enter the Item Name for the supply or service into the **Item Name** field.
4. Use the drop down menu to indicate the **Classification** for this item. The Drop-Down menu choices for eligible costs are:

   Supplies – Direct project-related supplies and consumables

   Services – Direct project-related services

   Equipment Fees – Equipment lease and maintenance costs, pro-rated to reflect direct usage on the proposed project

   Travel – Direct project-related travel and meetings (do not include travel for conferences, seminars or project dissemination under this classification)

   Phone/Fax – Direct project-related communication technology expenses

   Dissemination – Conference and related travel (maximum $5,000 per project), publication, and other dissemination-related costs

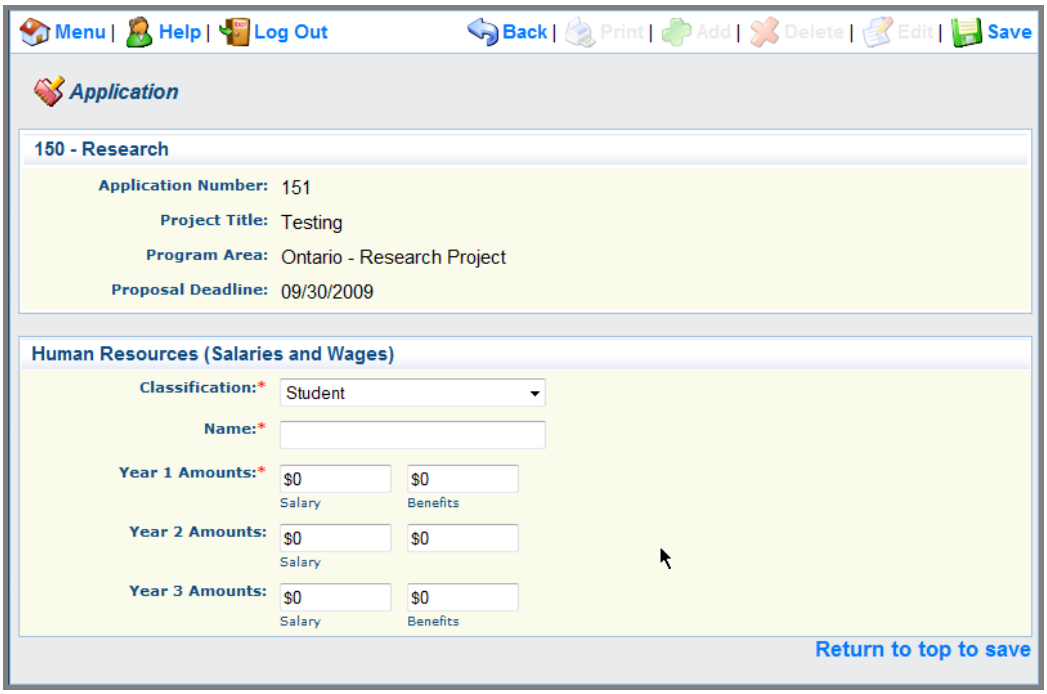
   Participant Honoraria – Payments to study participants

   Printing – Direct project-related costs for printing or reproduction

   Patient Related Costs – (other than honoraria)

   Other
5. Enter a **Description** for each "Supplies and Services" item in the text box provided.
6. Enter the cost of each item for every **Year** of the Project.

7. Click the **Save** icon to add each item to the budget.
8. Repeat number 2-7 for each Supply and Service item.
9. Click the **Add** link to enter Human Resources (**Salaries and Wages).**


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Human Resources (Salaries and Wages)
Classification:* Student
Name:*
Year 1 Amounts:* $0 Salary $0 Benefits
Year 2 Amounts: $0 Salary $0
Year 3 Amounts: $0 Salary $0 Benefits
Return to top to save

10. Use the drop-down menu to indicate the **Classification** of the staff being added. The drop-down menu choices are: Student, Fellow, Research Associate/Assistant, Technician, Consultant, Contractor, Project Staff, Other)
11. Indicate the **Name of the Person** in this role. (This is a required field) (If unknown at the time of application, enter "To Be Determined").
12. Enter the salary and benefits cost related to this role for every **Year** of the Project.

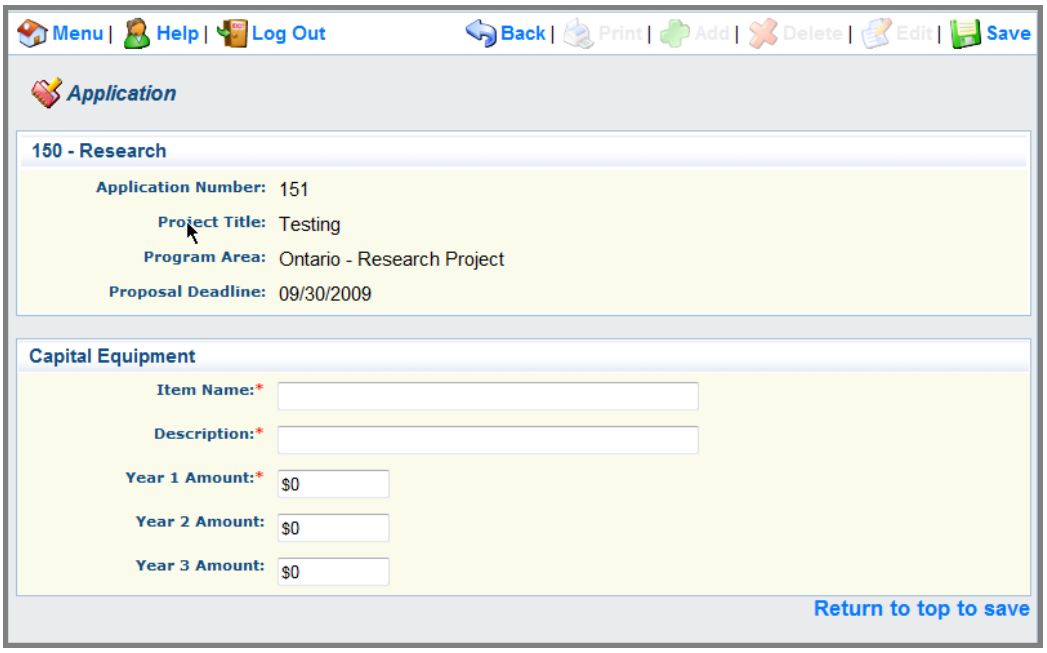
- **Note:** Payments must conform to the usual rate for similar roles within the organization in which the work will be carried out. The Foundation does not pay CPP, Employment Insurance, health taxes, WSIB or any fringe benefits for stipends and training awards to students and research fellows; salary or professional fees for the Principal Investigator or Co-Applicants; or salaries for support staff unless such staff will be working directly on the proposed project.

13. Click the Save icon to add this item to the budget.
14. Repeat number 9-13 for all Salaries and Wages for the project (one entry for each individual to be paid from the project budget).
15. Click the **Add** link to enter **Capital Equipment**.

Funding for capital equipment may be requested (up to 10% of total project budget). The applicant must demonstrate that the equipment is critical to the work of the project and not available elsewhere within the host organization.

In the **Budget Justification** module, provide a description of the equipment, a recent quotation for equipment cost, a description of how insurance and maintenance will be provided for, a copy of the organization's policy on the ownership and maintenance of equipment, and a description of how the equipment will be utilized at the conclusion of the study.

It is the responsibility of the host organization and the applicant to ensure there is adequate and appropriate insurance coverage and provision for ongoing maintenance of funded equipment. The Foundation reserves the right to enter into discussions concerning the ultimate disposition of such equipment in the event of programmatic changes.

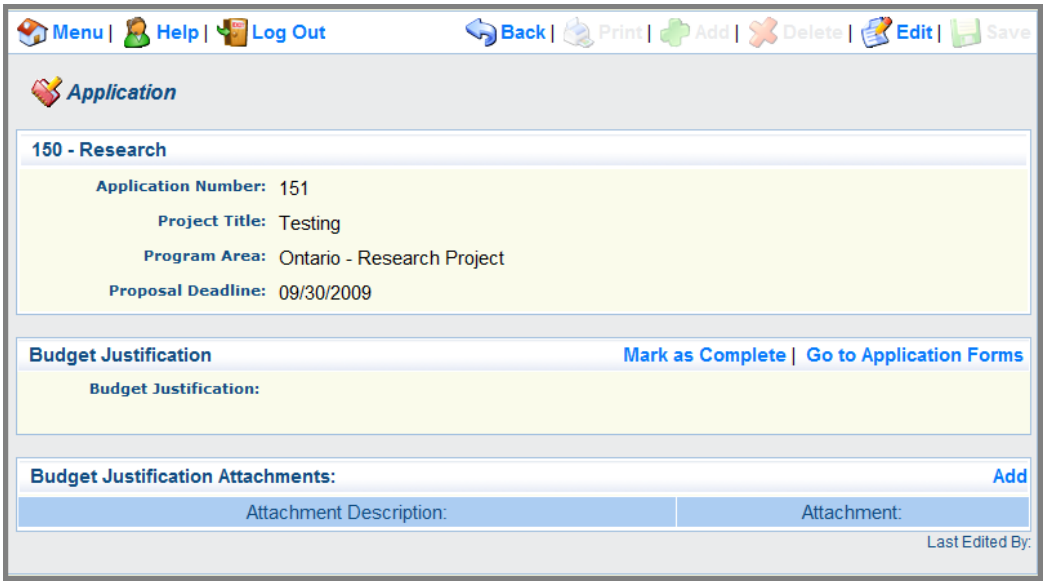


16. Enter the name of the capital expense in the **Item** Name field.
17. Write a **Description** of the item in the text box.
18. Enter the cost of the item.
19. Click the **Save** icon to add this item to the budget.
20. Repeat number 15-19 for each piece of Capital Equipment for the project.
21. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

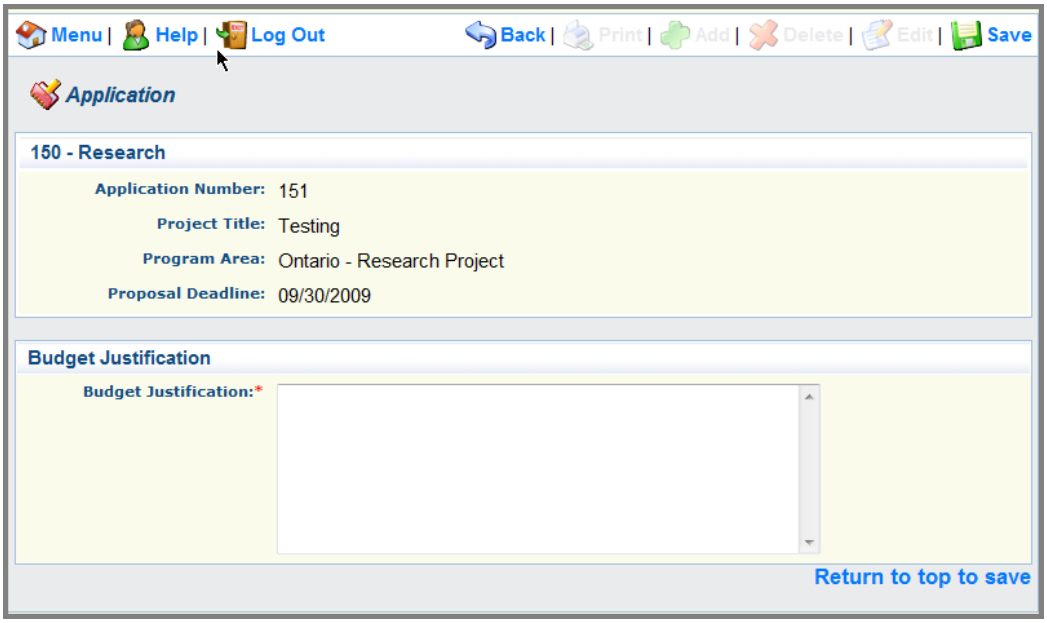
5.17 - Budget Justification

In this component, you are asked to provide a detailed budget narrative, fully explaining and justifying each item in the budget for the first year, and explain any additional items in the budget for subsequent years, if applicable. Include quantity/price calculations to illustrate how budget line items were determined. Please include a description of responsibilities for all positions listed, along with justification of all expenditures listed. Items that are not calculated accurately or are not adequately justified may be subject to deletion or reduction by the review panel.

1. Click on the **Budget Justification** component from the list of components.



2. Click the **Edit** icon.

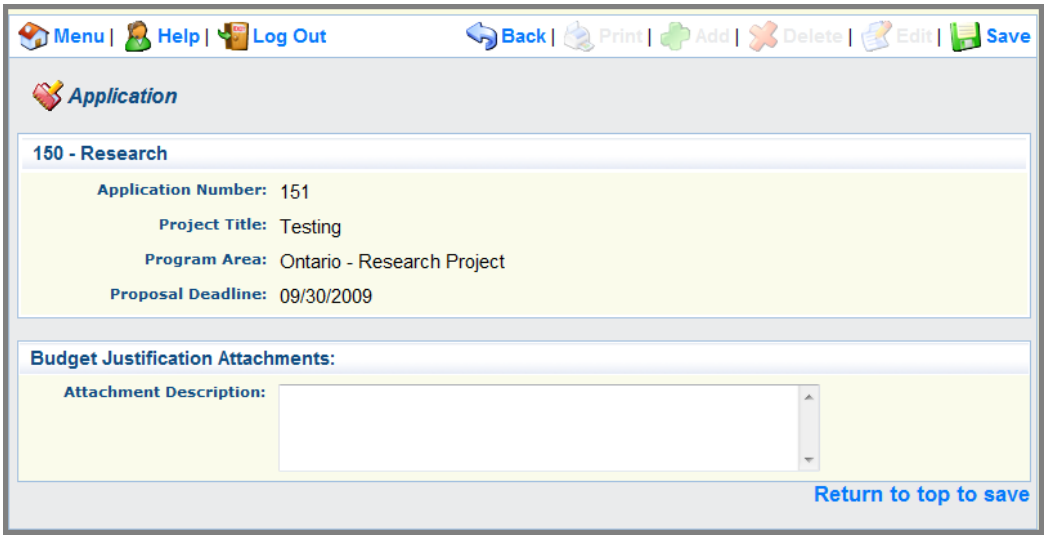

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Budget Justification
Budget Justification:*
Return to top to save

3. Type or copy and paste your detailed budget narrative into the **Budget Justification** field box provided.
4. Click on the **Save** icon to save the information you have entered.

Budget Justification Attachments

5. You may click on the **Add** link to the right of the screen to add required attachments related to Capital Equipment, including a description of the equipment, a recent quotation for equipment cost, a description of how insurance and maintenance will be provided for, a copy of the organization's policy on the ownership and maintenance of equipment, and a description of how the equipment will be utilized at the conclusion of the study.

   Supporting documentation for other budget items may also be uploaded here.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
150 - Research
Application Number: 151
Project Title: Testing
Program Area: Ontario - Research Project
Proposal Deadline: 09/30/2009
Budget Justification Attachments:
Attachment Description:
Return to top to save

6. In the text box explain the **Description** of the file being uploaded. (This description is required).
7. Click on the **Save** icon to save the information you have entered.

8. Click on the **Attach** icon to the right of the screen and use the "browse and attach" function to attach your capital equipment document.

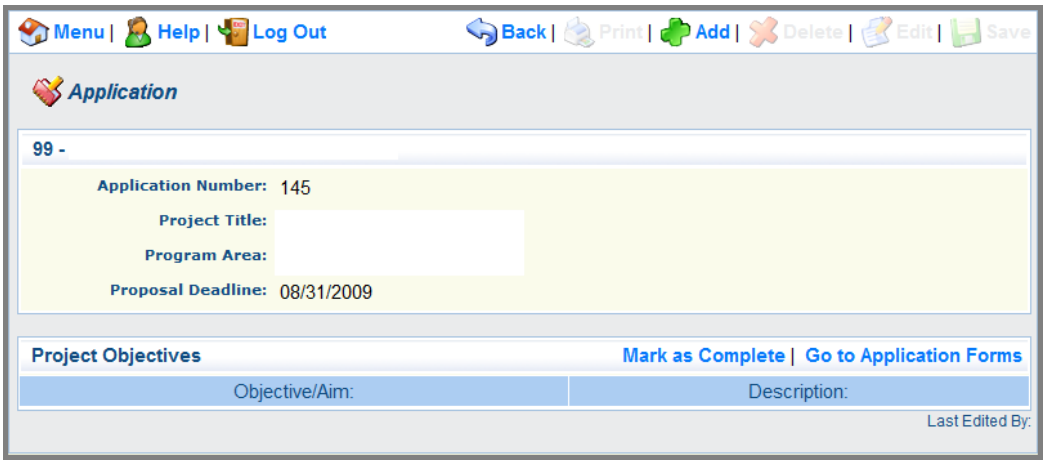
   File Naming Convention – Supporting Documents:
   [capital equipment #.doc or capital equipment #.pdf]

   [Budget Item.doc or Budget Item.pdf]

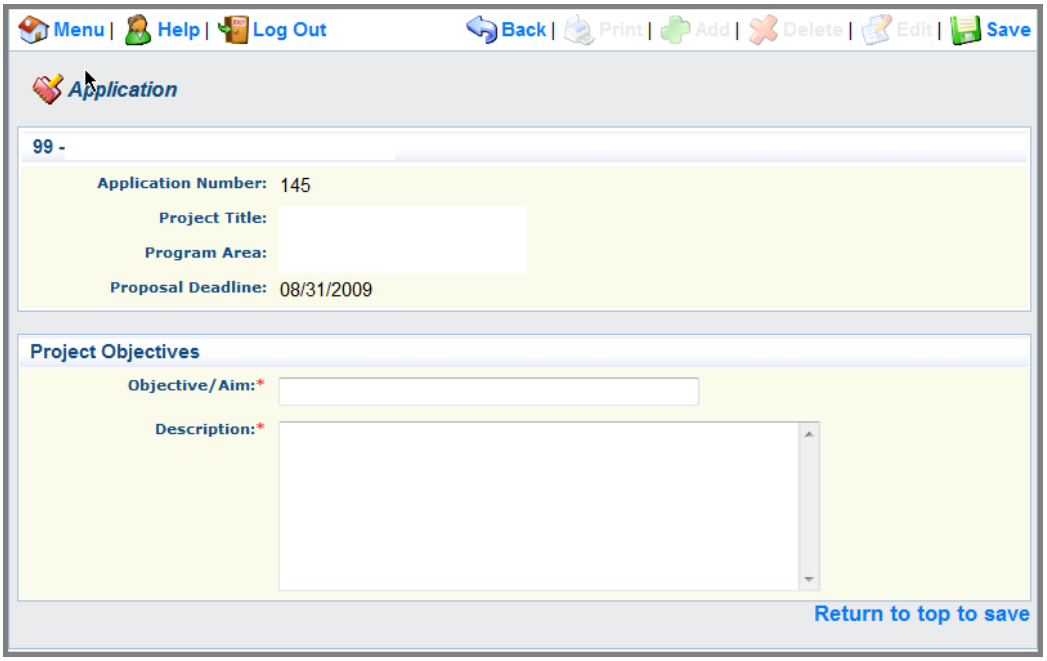
9. Repeat steps 5-8 for each budget justification attachment.
10. Click on the **Mark as Complete** link to complete this component and return to the Components menu

5.18 – Project Objectives (Aims)

1. Click on the **Project Objectives** component from the list.



2. Click on the Add icon at the top of the screen.
3. Indicate the first Objective/Aim in the **Project Aim** field (copied from your detailed project proposal).

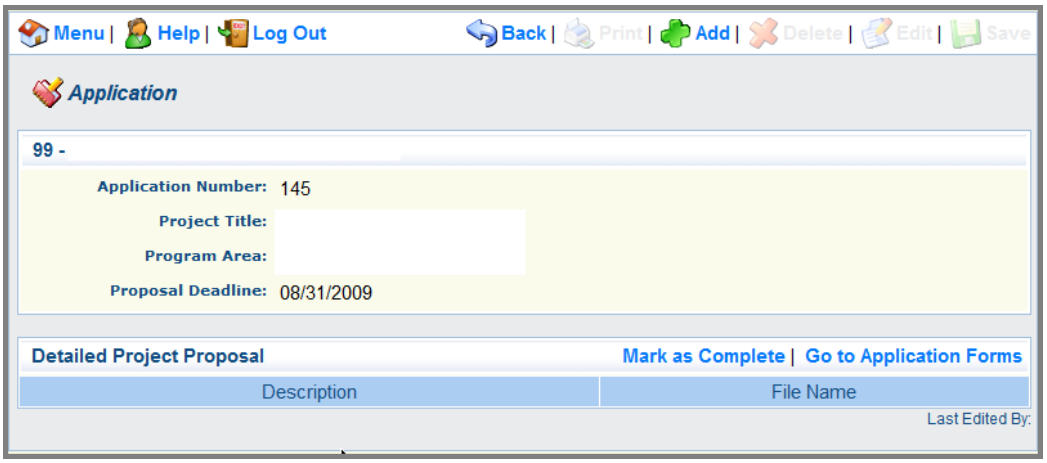


4. **Describe** your Project Aim in the text box provided.
5. Click the **Save** icon to finish entering this Project Aim.
6. Repeat steps 2-4 for each Project Objective (Aim).
7. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

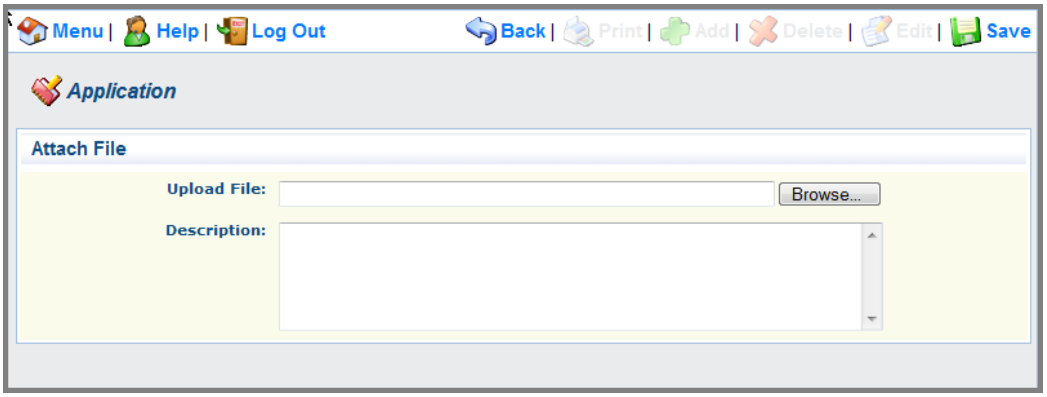
5.19 – Detailed Project Proposal

Applicants **must** prepare the detailed project proposal using the Proposal Outline and required formatting that is detailed below. In fairness to all applicants, Detailed Project Proposals varying from the prescribed formatting standards will be ineligible for peer review without appeal.

1. Click on the **Detailed Project Proposal** component from the list of components.



2. Click on the **Add** icon at the top of the screen.



3. Use the **Browse** function to attach the **Detailed Project Proposal** to the application.

Required Formatting – Detailed Project Proposal:

Important! Refer to the *Research Grant Program Guidelines and Criteria* for detailed instructions on required content of the detailed project proposal attachment.

Written text of up to a maximum of fifteen (15) numbered pages, double-spaced with 12-point font (Arial). Condensed fonts or condensed character spacing may not be used.

- Every page of text must display clearly visible line numbers in the left margin and each page must be numbered independently (ie. each page starts with line '1'). No page may exceed 23 lines.
- Side margins must be 1". Top and bottom margins should be adjusted to ensure 23 lines per page, as above.
- Attach proposal references, and list of Definitions for Acronyms used within the detailed proposal.
- Applicants may attach, in a separate file, a maximum of up to five (5) pages of figures/tables/charts and associated legends. The associated legends must contain only the information necessary to understand the data being presented and not be used to circumvent the detailed proposal page length limitations.

  File Naming Convention – Figures/Tables/Charts:
  [PI Last Name Figures Tables.doc or PI Last Name Figures Tables.pdf]

  File Naming Convention – Detailed Project Proposal:
  [PI Last Name Detailed Proposal.doc or PI Last Name Detailed Proposal .pdf]

- All of the above information must be compiled and saved as one file.

4. In the text box explain the **Description** of the file being uploaded. (This description is required).
5. Click the **Save** icon to save the information you have entered.

*If the project methodology includes the use of Study Surveys and Questionnaires, please save these items separately.

File Naming Convention – Study Surveys and Questionnaires:
[Survey Questionnaire #.doc or Survey Questionnaire #.pdf]

No other background materials or additional information may be attached to this application component.

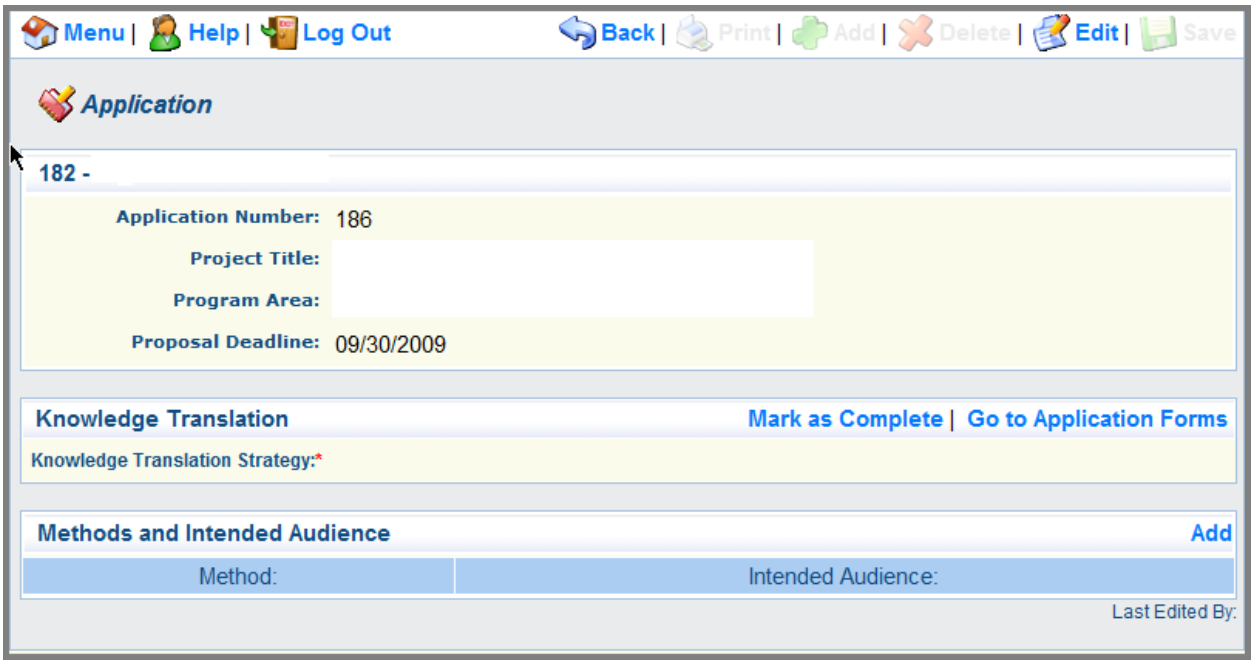
Additional information in support of the application may be saved in "Attachments" component, which is located as the last of the Application Forms. Applicants are advised that peer reviewers are not obligated to review information saved in the "Attachments" component.

6. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

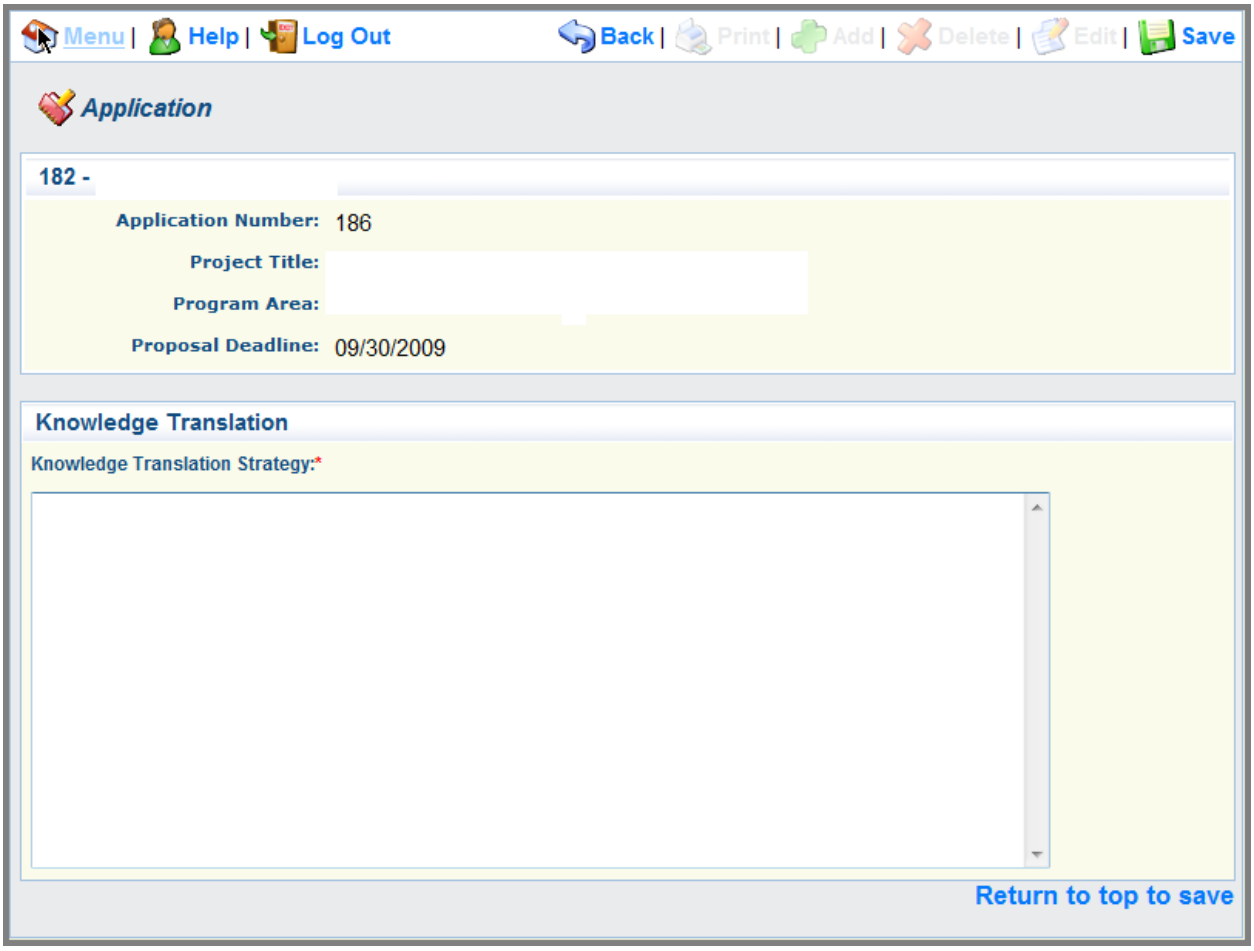
5.20- Knowledge Translation

Applicants must describe how project knowledge will be transferred/disseminated to appropriate audiences. (Note: The Foundation is supportive of dissemination/Knowledge Translation strategies that go beyond traditional/standard practice). **Knowledge Translation** is also a component of the **Detailed Project Proposal**, you can "cut and paste" this section from your proposal into the text box provided in this component.

1. Click on the **Knowledge Translation** component from the list of components.

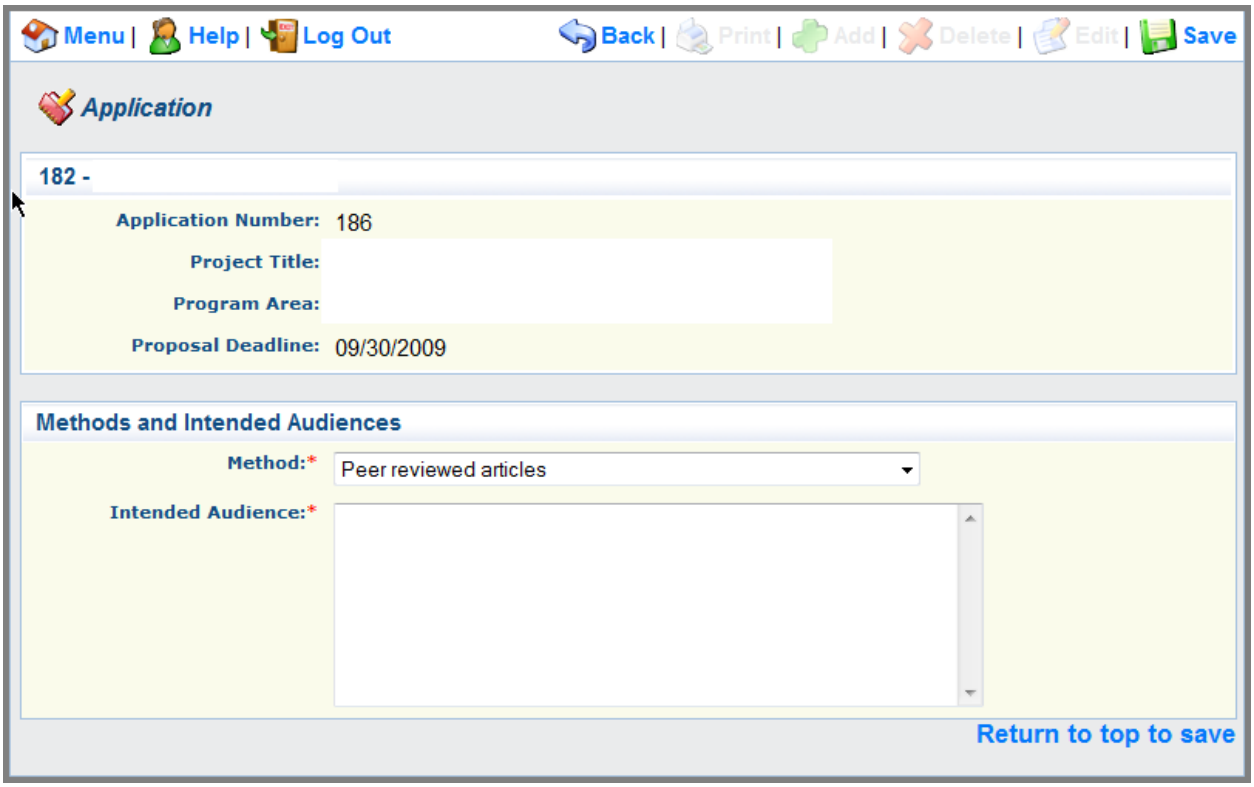


2. Click on the **Edit** icon at the top of the screen.



3. Describe the **Knowledge Translation Strategy** in the text box provided.
4. Click on the **Save** icon to save the information you have entered.

5. Click on the **Add** link to the right of the screen to add Method and Intended Audience.



6. Choose the **Method** of Knowledge Translation using the drop down menu.
7. Enter the **Intended Audience** for the Knowledge Translation.
8. Click on the **Save** icon to finish entering this activity.
9. Repeat steps 5-7 for each additional activity.
10. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

5.21 - Host Organization Certification

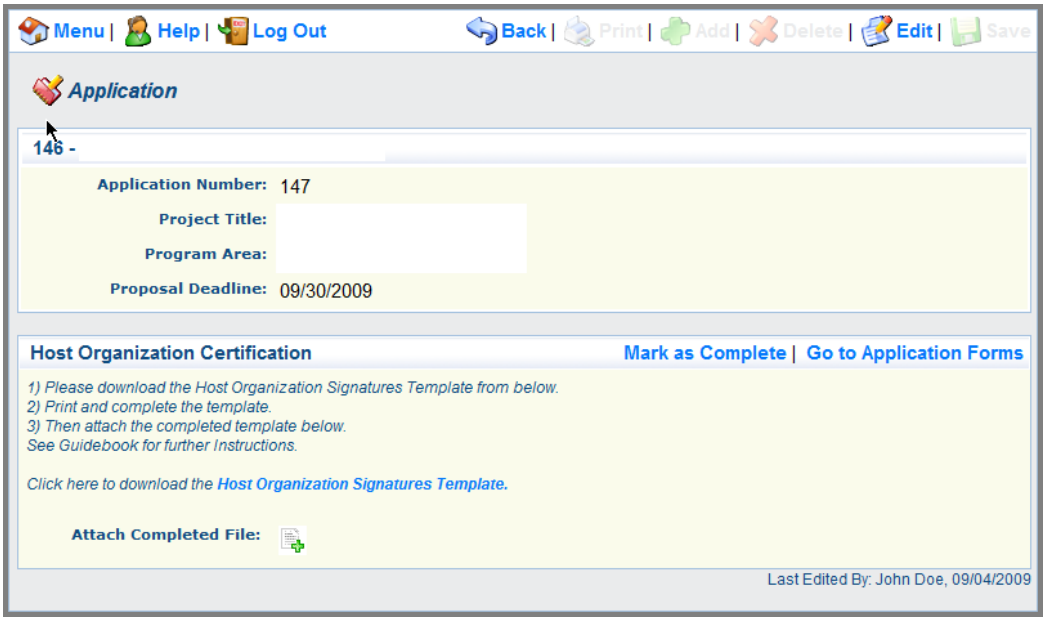
This application component is used to attach certification, through signatures from two Project Host Organization signing officers (Department Head or Dean and Executive Authority) that the Project Host Organization:

- Agrees to support the applicant as outlined within the application, and to abide by the funding terms as outlined in the Research Program Guidelines, if funding is approved
- Confirms that the information in the application is accurate and complete to the best of their knowledge.

The Certificate template is to be downloaded directly from this component, and should be completed, signed, scanned, and attached to this component. Where two printed copies have been signed (one by each signatory), these documents should be scanned into one file for uploading into WebGrants.

Applications without all required signatures, declarations and certifications will be ineligible for review.

1. Click on the **Host Organization Certification** component from the Application page.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Application
146 -
Application Number: 147
Project Title:
Program Area:
Proposal Deadline: 09/30/2009
Host Organization Certification
Mark as Complete | Go to Application Forms
1) Please download the Host Organization Signatures Template from below.
2) Print and complete the template.
3) Then attach the completed template below.
See Guidebook for further Instructions.
Click here to download the Host Organization Signatures Template.
Attach Completed File:
Last Edited By: John Doe, 09/04/2009

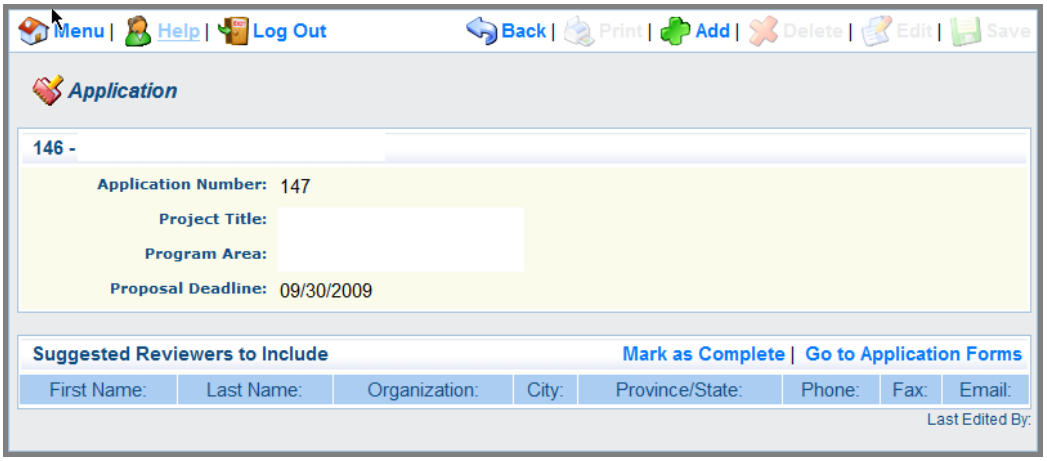
2. Click the link to download the **Host Organization Signatures Template**.
3. Print the **Host Organization Signatures Template**. Have the Department Head or Dean and Executive Authority fill out and sign this form.

4. Scan and save the completed and signed **Host Organization Signatures Template** on your local computer.
5. Click on the **Save** icon at the top of the screen.
6. Use the **Browse** function to attach the **Host Organization Signatures Template** to the application.
7. In the text box explain the **Description** of the file being uploaded. (This description is required).
8. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

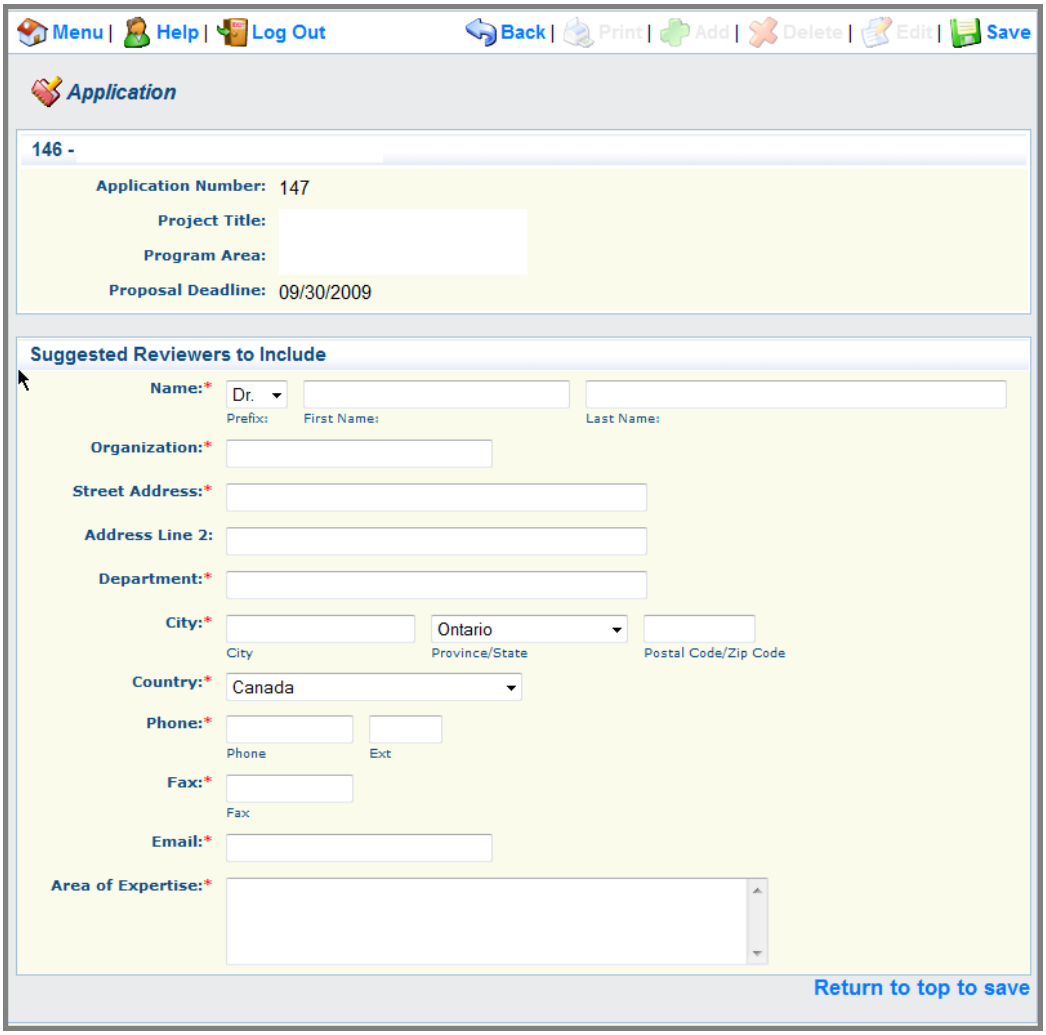
5.22 - Suggested Reviewers to Include

Applicants may suggest potential reviewers with appropriate expertise to assess their proposal. Suggested reviewers may be considered by CBCF for inclusion in the application assessment process, but their participation is not guaranteed.

1. Click on the **Suggested Reviewers to Include** component from the list.



2. This is an optional component. If you do not have any reviewers to suggest, please select "**Mark as Complete"**.
3. Otherwise, click on the **Add** icon at the top of the screen.

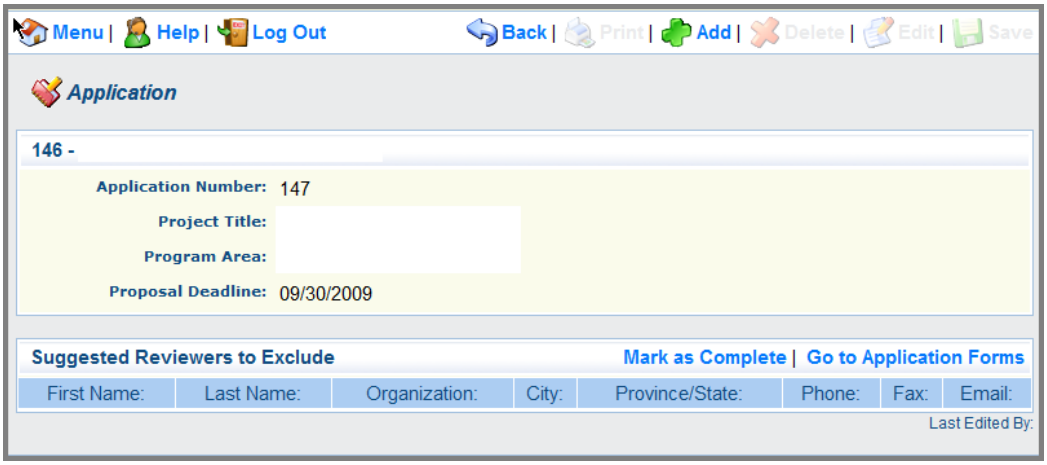


4. Use the drop down menu to indicate the Reviewer's **Prefix**.
5. Fill out the Reviewer's **First and Last Name**.
6. Indicate the Reviewer's **Organization**.
7. Indicate the Reviewer's full **Address**. (Address/City/Postal Code/Country)
8. Enter the Reviewer's **Department**.
9. Fill out the Reviewer's **Phone/Fax Numbers**.
10. Enter into the appropriate field the Reviewer's **Email** address.
11. Specify the Reviewer's **Areas of Expertise**.
12. Click the **Save** icon to finish including this Reviewer.
13. Repeat number 3-12 for each additional Reviewer.
14. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

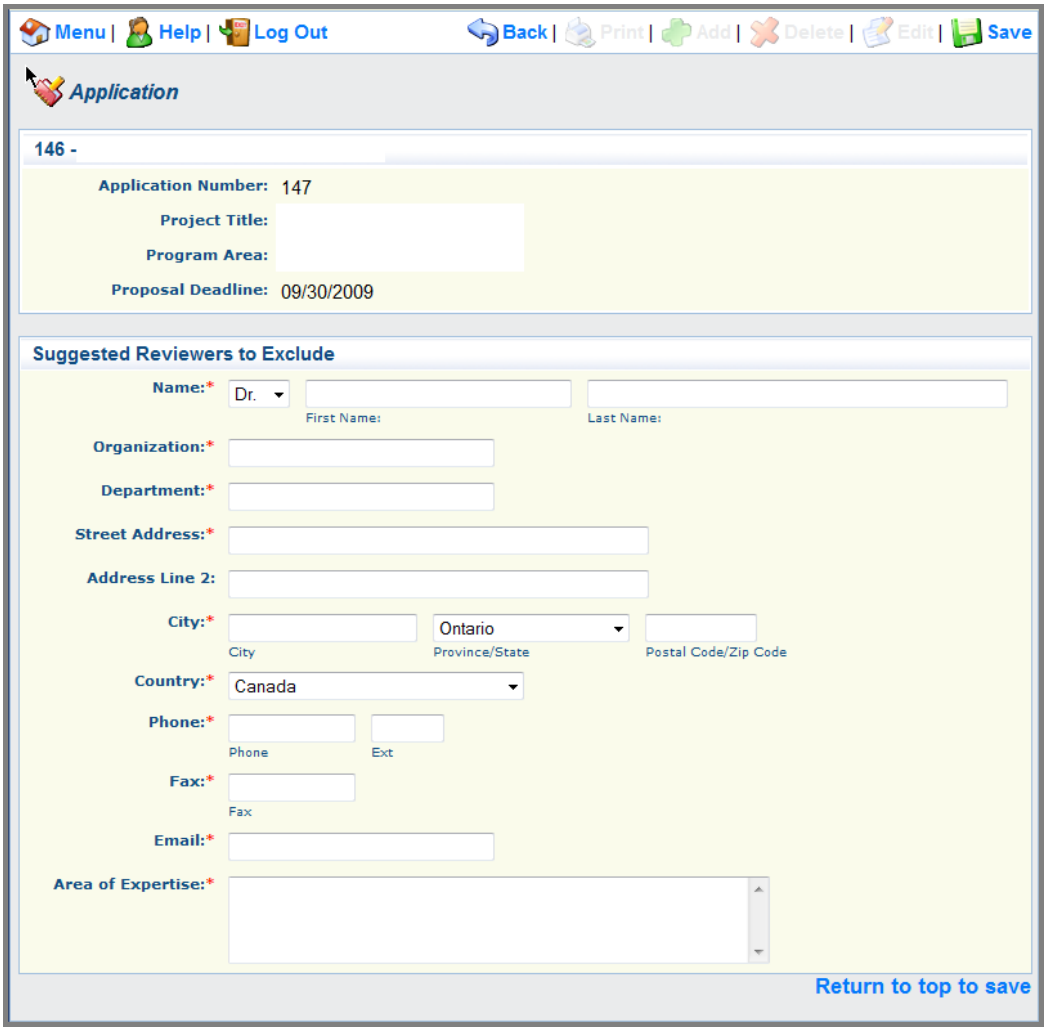
5.23 - Suggested Reviewers to Exclude

Applicants may suggest potential reviewers they do not wish to assess their proposal. Potential reviewers named in this component will not be assigned by CBCF to the assessment of your proposal.

1. Click on the **Suggested Reviewers to Exclude** component from the list.



2. This is an optional component. If you do not have any reviewers to exclude, please select "**Mark as Complete**".
3. Otherwise, click on the **Add** icon at the top of the screen.

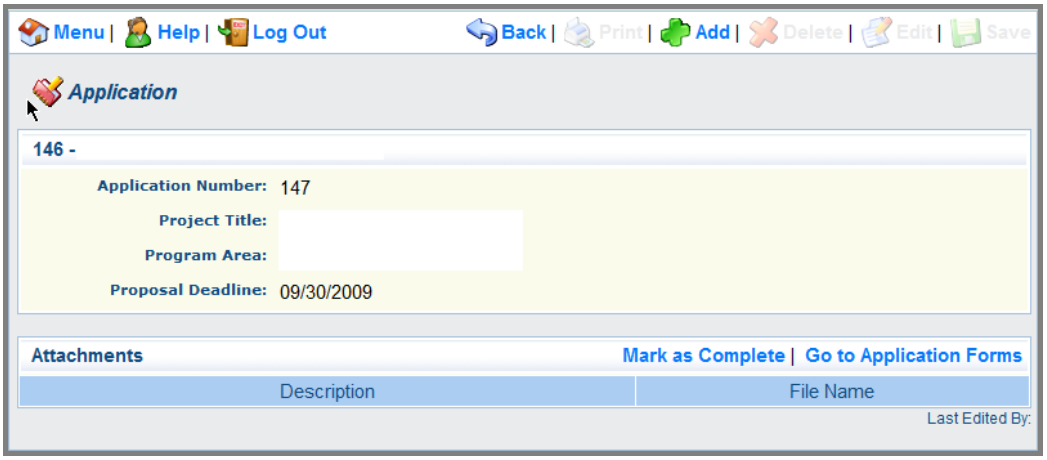


4. Use the drop down menu to indicate the Reviewer's **Prefix**.
5. Fill out the Reviewer's **First and Last Name**.
6. Indicate the Reviewer's **Organization**.
7. Enter the Reviewer's **Department**.
8. Indicate the Reviewer's full **Address**. (Address/City/Postal Code/Country)
9. Fill out the Reviewer's **Phone/Fax Numbers**.
10. Enter into the appropriate field the Reviewer's **Email** address.
11. Specify the **Areas of Expertise** of the Reviewer.
12. Click the **Save** icon to finish excluding this Reviewer.
13. Repeat number 3-12 for each additional Reviewer.
14. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

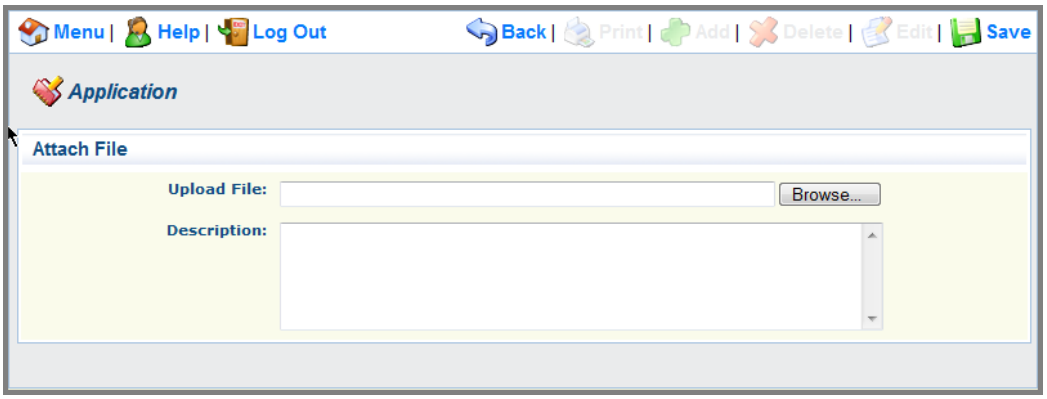
5.24 - Attachments

This component is used to attach other background materials or supporting documents. Please be advised that peer reviewers are not obligated to review these materials.

1. Click on the **Attachments** component from the list.



2. Click on the **Add** icon at the top of the screen.



3. Use the **Browse** function to attach your document.
4. In the text box explain the **Description** of the file being uploaded. (This description is required).
5. Click the **Save** icon at the top of the screen to finish attaching this file.
6. Repeat numbers 2-5 for each additional attachment.
7. Click on the **Mark as Complete** link to complete this component and return to the Components menu.

5.25 - Submitting Your Application for Assessment

When you have completed all required application components and attachments, it is recommended that you review the application in detail to confirm that no information is missing, and no further edits are required.

The application can be reviewed, looking at each component individually or by clicking "Application Preview" from the Main Application menu. In Application Preview mode, you will be able to click on the links to all attachments to ensure that they are complete.

Please make sure that all components are "Marked as Complete". When you have finished reviewing your application, click the "Submit" button on the Main Application Menu. You will receive an error message if any component required fields are not complete. Enter any missing information and click the "Submit" button again to submit the application to CBCF for assessment.

You will receive an auto-generated system message that your application has been successfully submitted.

After submitting your application to CBCF all screens become locked. You will be able to view your application but will not be able to make any further changes.

The Foundation will assess your submitted application for eligibility and will advise you by the notification deadline in the Research Project Grant Program Guidelines and Criteria booklet whether your application is eligible to be assigned for formal peer review.

Appendix A: Common Scientific Outline (CSO) Codes

"Common Scientific Outline" (NCI) Coding System

Biology of Breast Cancer (CSO Code 1.0)

- Cancer initiation: Alterations in Chromosomes (CSO Code 1.2)
    - Examples: Abnormal chromosome number; Aberration in chromosomes and genes; Damage to chromosomes and mutation in genes; Failures in DNA repair; Aberrant gene expression; Epigenetics; Genes and proteins involved in aberrant cell cycles
- Cancer initiation: Oncogenes and Tumour Suppressor Genes (CSO Code 1.3)
    - Examples: Genes and signals involved in growth stimulation or repression including oncogenes and tumour suppressor genes; Effects of hormones and growth factors and their receptors such as estrogens, androgens, TGF-beta, GM-CSF, etc.
- Cancer progression and metastasis (CSO Code 1.4)
    - Examples: Latency, promotion and regression; Expansion of malignant cells; Interaction of malignant cells with the immune system or extracellular matrix; Cell mobility including detachment, motility and migration in the circulation; Invasion; Malignant cells in the circulation including penetration of the vascular system and extravasation; Systemic and cellular effects of malignancy; Tumor angiogenesis and growth of metastases; Role of hormone or growth factor dependence/independence in cancer progression

Etiology (CSO Code 2.0)

- Exogenous Factors in the origin and cause of breast cancer (CSO Code 2.1)
    - Examples: Modifiable lifestyle factors; Environmental and occupational exposures to chemical or physical agents; Infectious agents associated with breast cancer etiology, including viruses and bacteria; Viral oncogenes and viral regulatory genes associated with breast cancer causation
- Endogenous factors in the origin and cause of breast cancer (CSO Code 2.2)
    - Examples: Free radicals; Genes known to be involved or suspected of being mechanistically involved in familial cancer syndromes; Genes suspected or known to be involved in "sporadic" cancer events (i.e. polymorphisms and/or mutations that may affect carcinogen metabolism)
- Interactions of genes and/or Genetic Polymorphisms with Exogenous and/or Endogenous Factors (CSO Code 2.3)
    - Examples: Gene-environment interactions; Interactions of genes with lifestyle factors and environmental and/or occupational exposures such as variations in carcinogen metabolism associated with genetic polymorphisms; Interactions of genes and endogenous factors such as DNA repair deficiencies and endogenous DNA damaging agents such as oxygen radicals or exogenous radiation exposure

Prevention (CSO Code 3.0)

- Interventions to Prevent Cancer: Personal Behaviours that Affect Cancer Risk (CSO Code 3.1)
    - Examples: Research on determinants of personal behaviours that affect cancer risk; Interventions to change personal behaviours that affect cancer risk
- Nutritional Science in Cancer Prevention (CSO Code 3.2)
    - Examples: Quantification of nutrients and micronutrients; Studies on the effect(s) of nutrients or nutritional status on cancer incidence; Dietary assessment efforts including dietary questionnaires and surveys; Development, characterization and validation of dietary/nutritional assessment instruments
- Chemoprevention (CSO Code 3.3)
    - Examples: Chemopreventive agents and their discovery, mechanism of action, development, testing in model systems and clinical testing
- Vaccines (CSO Code 3.4)
    - Examples: Vaccines for prevention; vaccine discovery, mechanism of action, development, testing in model systems and clinical testing
- Complementary and Alternative Prevention Approaches (CSO Code 3.5)
    - Examples: Discovery, development and testing of complementary/alternative prevention approaches such as diet, herbs, supplements or other interventions that are not widely used in conventional medicine or are being applied in different ways as compared to conventional medical uses; hypnotherapy, relaxation, transcendental meditation, imagery, spiritual healing, massage, biofeedback, etc. used as a preventive measure

Early Detection, Diagnosis, Prognosis (CSO Code 4.0)

- Technology Development and/or Marker Discovery (CSO Code 4.1)
    - Examples: Discovery of markers (i.e. proteins, genes) and/or technologies (such as fluorescence, nanotechnology, etc.) that are potential candidates for use in cancer detection, staging, diagnosis and/or prognosis; Use of proteomics, genomics, expression assays or other technologies in the discovery of markers
- Technology and/or Marker Evaluation with Respect to Fundamental Parameters of method (CSO Code 4.2)
    - Examples: Development, refinement and preliminary evaluation (i.e. animal trails and Phase I human trials); Preliminary evaluation with respect to laboratory sensitivity, laboratory specificity, reproducibility and accuracy; Research into mechanisms assessing tumour response to therapy at a molecular or cellular level
- Technology and/or Marker Testing in a Clinical Setting (CSO Code 4.3)
    - Examples: Evaluation of clinical sensitivity, clinical specificity and predictive value (Phase II or III Clinical Trials); Inter- and intra-laboratory reproducibility; Testing of the method with respect to effects on morbidity and/or mortality; Study of screening methods including compliance, acceptability to potential screenees, and receiver-operator characteristics; Research into improvements in techniques to assess clinical response to therapy

Treatment (CSO Code 5.0)

- Localized Therapies: Discovery and Development (CSO Code 5.1)
    - Examples: Discovery and development of treatments administered locally that target the organ and/or neighbouring tissue directly, including but not limited to surgical interventions and radiotherapy; Therapies with a component administered systemically but that act locally (i.e. photodynamic therapy, radioimmunotherapy and radiosensitizers); Development of methods of drug delivery
- Localized Therapies: Clinical Applications (CSO Code 5.2)
    - Examples: Clinical testing and application of treatments administered locally that target the organ and/or neighboring tissue directly, including but not limited to surgical interventions and radiotherapy; Clinical testing and application of therapies administered systemically but that act locally (i.e. photodynamic therapy and radiosensitizers); Phase I, II or III clinical trials of promising therapies that are administered locally; Side effects, toxicity and pharmacodynamics
- Systemic Therapies: Discovery and Development (CSO Code 5.3)
    - Examples: Discovery and development of treatments administered systemically such as cytotoxic or hormonal agents, novel systemic therapies such as immunologically directed therapies (vaccines, antibodies), gene therapy, angiogenesis inhibitors, apoptosis inhibitors and differentiating agents; Defining molecular signatures of cancer cells; Identifying molecular targets for drug discovery including mechanistic studies of cellular metaboslism, combinatorial chemical synthesis, drug screening, development of high throughput assays and testing in model systems; Investigating the molecular mechanisms of drug resistance and pre-clinical evaluation of therapies to circumvent resistance; Development of methods of drug delivery
- Systemic Therapies: Clinical Applications (CSO Code 5.4)
    - Examples: Clinical testing and application of treatments administered systemically such as cytotoxic or hormonal agents, novel systemic therapies such as immunologically directed therapies (vaccines, antibodies), gene therapy, angiogenesis inhibitors, apoptosis inhibitors and differentiating agents; Phase I, II or III clinical trials of promising therapies administered systemically; Side effects, toxicity and pharmacogenomics
- Combinations of Localized and Systemic Therapies (CSO Code 5.5)
    - Examples: Development and testing of combined approaches to treatment; Clinical application of combined approaches to treatment such as systemic cytotoxic therapy and radiation therapy
- Complementary and Alternative Treatment Approaches (CSO Code 5.6)
    - Examples: Discovery, development and clinical application of complementary/alternative treatment approaches such as diet, herbs, supplements, natural substances or other interventions that are not widely used in conventional medicine or are being applied in different ways as compared to conventional medical uses

Cancer Control, Survivorship and Outcomes Research (CSO Code 6.0)

- Patient Care and Survivorship Issues (CSO Code 6.1)
    - Examples: Quality of life; Pain management; Psychological impacts of cancer survivorship; Rehabilitation; Reproductive issues; Long term morbidity; Symptom management, including nausea, vomiting, lymphedema, neuropathies, etc. ; Prevention of treatment-related toxicities and sequelae including symptom management, prevention of mucosities, prevention of cardiotoxicities, etc.
- Surveillance (CSO Code 6.2)
    - Examples: Epidemiology and end results reporting; surveillance of cancer risk factors such as diet, body weight, physical activity, sun exposure and tobacco use; Analysis of variations in risk factor exposure by demographic or other factors; Registries that track incidence, morbidity and/or mortality related to cancer; Trends in use of interventional strategies; Method development for risk factor surveillance
- Behaviour (CSO Code 6.3)
    - Examples: Behavioural medicine research and interventions; Influence of social factors such as community, policy, education and legislation on behaviours related to cancer control; Attitudes and belief systems and their influence on psychological health and on behaviours related to cancer control (i.e. screening, detection and treatment); Interventions to change attitudes and beliefs that affect behaviour related to cancer control and cancer outcomes; Influences of attitudes and beliefs on compliance with treatment and prevention protocols; Psychological or educational interventions to promote behaviours that lessen treatment-related morbidity and promote psychological adjustment to the diagnosis of cancer and to treatment effects; Burden of cancer on family members/caregivers and psychological/behaviour issues
- Cost Analyses and Healthcare Delivery (CSO Code 6.4)
    - Examples: Analyses of the cost effectiveness of methods used in cancer prevention, detection, diagnosis, prognosis, treatment and survivor care/support; Development and testing of health service delivery methods; Interventions to increase the quality of health care delivery; Impact of organizational, social, and cultural factors on access and quality of care; Studies of providers, such as geographical or care-setting variations in outcomes; Effect of reimbursement and/or insurance on breast cancer control, outcomes and survivorship support; Access to care issues; Health services research including health policy and practice; Analysis of health service provision, including the interaction of primary and secondary care; Cost effectiveness of treatments
- Education and Communication (CSO Code 6.5)
    - Examples: Development of communication tools and methods; Education of patients, healthcare providers, at-risk populations and the general population about cancer; Communication with patients regarding therapeutic options; Educational interventions to promote self care and symptom management; Communicating cancer risk to underserved populations, at-risk populations and the general public; Alternative teaching methods to communicate therapeutic options and risk reduction behaviour to patients or the general public; Communication of lifestyle models that reduce cancer risk such as nutritional

interventions, smoking and tobacco cessation interventions; Special approaches and considerations for underserved and at-risk populations; Education, information and prevention/screening/assessment systems for the general public, primary care professionals or policy makers; Training, predictive cancer models, pain management, and surveillance systems for primary care professionals, telehealth/telemedicine applications; Communication regarding cancer genetics, managed oncology care, communicating with survivors; Barriers to successful health communication

- End-of-Life Care (CSO Code 6.6)
    - Examples: End-of-life care issues including palliative care; psychological interventions with families at end of life; hospice care and pain management for terminally ill patients
- Ethics and Confidentiality in Cancer Research (CSO Code 6.7)
    - Examples: Informed consent modeling and development; Quality of institutional review boards; Protecting patient confidentiality and privacy; Research ethics
- Complementary and Alternative Approaches for Supportive Care of Patients and Survivors (CSO Code 6.8)
    - Examples: Hypnotherapy, relaxation, transcendental meditation, imagery, spiritual healing, massage, biofeedback, etc. as used for the supportive care of patients and survivors; Discovery, development and testing of complementary/alternative approaches such as diet, herbs, supplements or other interventions that are not widely used in conventional medicine or are being applied in different ways as compared to conventional medical uses

Scientific Model Systems (CSO Code 7.0)

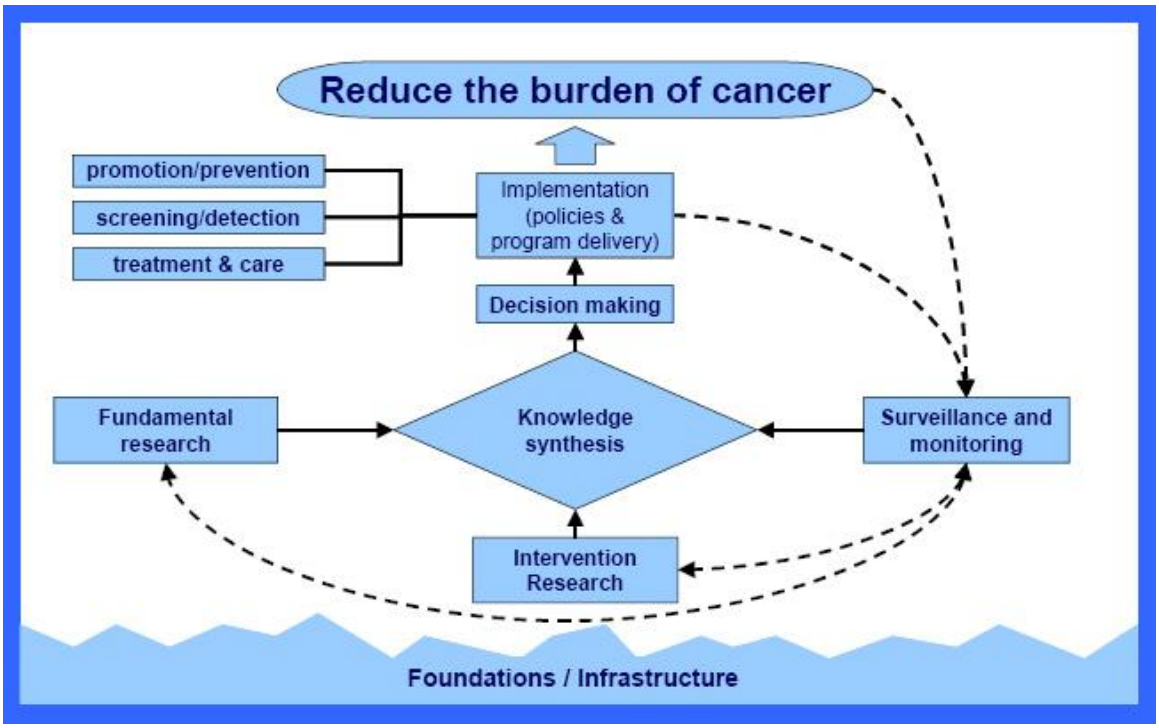
- Development and Characterization of Model Systems (CSO Code 7.1)
    - Examples: Computer-simulation model systems and computer software development; In vitro models systems; Cell culture models systems; Organ and tissue model systems; Animal model systems
- Application of Model Systems (CSO Code 7.2)
    - Computer-simulation model systems and computer software development; In vitro model systems; Cell culture model systems; Organ and tissue model systems; Animal model systems

Appendix B: Project Classification using the CSCC Analytic Framework

(extracted and adapted from Analytic Framework for Cancer Control in Canada (1999), Canadian Strategy for Cancer Control)

Introduction

CBCF used the "Analytic Framework for Cancer Control in Canada" as the basis for coding across the spectrum of cancer control. This model covers the full spectrum of cancer control and displays the relationship between the development of knowledge, its synthesis into accepted recommendations, translation into programs and policies, and the ultimate goals of reducing the burden of cancer and improving the quality of life of people affected by it". This coding framework has been introduced in order for the Foundation to better understand how its investments in research map to this cancer control framework. Coding will not be used in the assessment of applications for funding.



Main codes:

- **Fundamental Research (FR)**
- **Intervention Research (IR)**
- **Surveillance and Monitoring (SM)**
- **Knowledge Synthesis (KS)**
- **Decisionmaking (DM)**
- **Promotion and Prevention (IP)**
- **Early Detection and Diagnosis (IS)**
- **Treatment and Care (IT)**
- **Foundations/Infrastructure (FI)**

Fundamental Research (FR)

Fundamental research addresses the fundamental mechanisms and systems which underlie effective cancer prevention and control strategies. It comprises biological sciences such as genetics, molecular biology, cell biology and immunology as well as other disciplines including epidemiology, social sciences, economics, political science, information sciences, health services research and policy research.

Intervention Research (IR)

Intervention research serves to assess the efficacy and effectiveness of interventions designed to achieve prevention and control. Major categories of interventions tested are prevention (e.g education on behavioural risk factors) and therapeutic (e.g. testing methods for early detection, treatment, rehabilitation and palliation). The research in this domain is typically staged and ranges from the development of randomized trials to diffusion research (i.e. dissemination and adoption studies).

Surveillance and Monitoring (SM)

Surveillance includes the collection of data, review, analysis and dissemination of findings on cancer incidence (new cases), prevalence, morbidity, survival and mortality, as well as information on the knowledge, attitudes and behaviours of the public or selected target groups with respect to practices which prevent cancer, facilitate screening, improve care and quality of life.

Knowledge Synthesis (KS) and Decision-making (DM)

The three activities above are key inputs to knowledge synthesis, Knowledge synthesis converts information into concise and scientifically valid positions through expert analysis and interpretation of a wide range of evidence on the fundamental nature, causes and effective management of cancer.

Decisions that are based on the best available knowledge are needed to implement strategies which lead to continual improvement of cancer prevention and control. Such decisions are

influenced by consumer needs and perceptions, costs and other factors distinct from scientific evidence. Activities to support decision-making would be coded using this code.

Implementation: Policy, Program Delivery and Practice

The implementation of policies, programs and practices intended to reduce the burden of cancer

Promotion and Prevention (IP):

Knowledge on the risk factors and preventable causes of cancer must be translated into healthy public policy and health programs, so that the disability and death associated with delayed or ineffective action on preventable causes of cancer can be minimized. Implementation of policies, programs and practices related to health promotion and cancer prevention would be coded using this code.

Early detection and Diagnosis: (IS)

Implementation of policies, programs and practices related to early detection and diagnosis would be coded using this code.

Treatment and Care (IT):

Controlling cancer growth, morbidity and mortality become the challenges after the diagnosis of cancer. Implementation of policies, programs and practices related to treatment and care would be coded using this code.

Foundations/Infrastructure (FI):

In order to effectively carry out the strategic functions of cancer control, a number of conditions must be in place with respect to human resources (including training, capacity building). Support for infrastructure would be coded using this code.